

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, March 5, 2019 at 6:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1488.

“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.”

Item of Business	Page No.
5:30 p.m.	
<u>2019 BUDGET INFORMATION SESSION</u>	
This information session will take place prior to the start of the Regular Council Meeting	
<u>REGULAR COUNCIL MEETING</u>	
To follow immediately after the Budget Information Session.	
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. 1487, Tuesday, February 19, 2019	5
Recommendation: THAT the minutes of Regular Council Meeting No. 1487, held Tuesday, February 19, 2019, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
a) Community Initiative & Opportunity Funding Request Recommendations	
7. COMMITTEE MINUTES - FOR INFORMATION	
8. DELEGATIONS	
a) Squamish-Lillooet Regional Food Action Plan - Dawn Johnson, Food Task Force Coordinator, Squamish-Lillooet Regional Food Task Force, Whistler Centre for Sustainability	14

9. REPORTS

a) Office of the Chief Administrative Officer

i. Verbal Report

(a) Fougberg Park – Frequently Asked Questions 19

(b) Pemberton Valley Dyking District Sediment

(c) Route 99 Pemberton Commuter Engagement Summary Report 23

ii. 2019 Strategic Priorities 30

Recommendation: THAT the 2019 Strategic Priorities chart be approved as presented.

b) Corporate & Legislative Services

i. Community Enhancement Fund Request – Whistler Centre for Sustainability – Squamish-Lillooet Regional Food Task Force 31

Recommendation: THAT Council provide direction with respect to a contribution from the Community Enhancement Fund, in the amount of \$2,000, to support the Squamish-Lillooet Regional Food Task Force.

c) Operations & Development Services

i. Cannabis Retail Licence Request – Puff N Stuff Dreams 50

Recommendation: THAT Council recommends support for the issuance of a Cannabis Retail Licence for Puff N Stuff Dreams, located at #3 - 1366 Street, Pemberton B.C., for the following reasons:

- The subject property is compliant with the current Village Zoning Bylaw and the Village's *Non-Medical (Recreational) Cannabis Retail Policy*;
- The views of nearby residents were sought by sending notification to all addresses within 100 m of the proposed location and advertising the change in the Pique Newsmagazine, and only supportive views were presented;
- The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village's Town Centre.

d) MAYOR'S Report

e) COUNCILLORS' Reports

10. BYLAWS

11. CORRESPONDENCE

a) For Action

i. Dr. Geoff McKee, Medical Health Officer, Coastal Rural, Vancouver Coastal Health, and Tony Rainbow, Board Chair, Area D Director, Squamish-Lillooet regional District, dated February 22, 2019, extending an invitation to the Sea to Sky Healthy Communities Congress to be held Thursday, May 16th at Furry Creek Golf and Country Club. 79

Recommendation: THAT Council advise if they will attend.

- ii. **Dawn Hunter, Squamish-Lillooet Regional District Area C, dated February 18, 2019, expressing concerns regarding school bus traffic safety.** 80

Recommendation: THAT correspondence be sent to the RCMP requesting support in monitoring stopping for school buses;

AND THAT correspondence be sent to the School District requesting consideration of installing dash cameras on all school buses.

- iii. **Councillor Jason Lum, Lower Mainland Local Government Association Past President, dated February 26, 2019, calling for nominations for Lower Mainland Local Government Association Executive positions.** 81

Recommendation: THAT Council advise who would like to attend the Lower Mainland Local Government Association AGM & Conference to be held in Harrison Hot Springs May 8, 9 and 10, 2019

- iv. **Mayor Jack Crompton, Lower Mainland Local Government Association President, dated February 26, 2019, calling for resolutions for the 2019 Local Government Association Annual General Meeting to be submitted by Friday, March 15th.** 84

Recommendation: THAT Council advise if there is a desire to bring forward a resolution for consideration by the LMLGA (note resolutions must be submitted by Friday, March 15th to be considered)

b) For Information

- i. **Gordon Anderson, Fire Commissioner, Emergency Management BC, dated February 14, 2019, thanking the Pemberton Fire Department for assistance in the 2018 wildfire season.** 88

- ii. **Fiorella Delpino and Jack Daya, Village of Pemberton, dated February 19, 2019, expressing concern regarding parking at Al Staehli Park.** 89

- iii. **Rosalind Young, Squamish-Lillooet Regional District Area C, dated February 19, 2019, expressing concerns regarding the development of Fougberg Park.** 90

- iv. **Lesley Clark, Village of Pemberton, dated February 19, 2019, expressing concerns regarding the paving of Fougberg Park.** 91

- v. **Ian Argue, Village of Pemberton, dated February 20, 2019, expressing opposition to convert Fougberg Park into a parking lot.** 92

- vi. **Anne West, Squamish-Lillooet Regional District Area C, dated February 20, 2019, commenting on the Downtown Enhancement plan, parking and green space in the downtown core.** 93

- vii. **Lee-Ann Barczynski, Village of Pemberton, dated February 28, 2019, expressing concern regarding parking spots in front of Al Staehli Park on Dogwood Street.** 94

Recommendation: THAT the above correspondence be received for information.

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

95

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 19, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1487.

IN ATTENDANCE: Mayor Mike Richman
Councillor Amica Antonelli
Councillor Leah Noble
Councillor Ryan Zant
Councillor Craddock

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Robert Grossman, Fire Chief
David Ward, Assistant Operations Manager
Lisa Pedrini, Senior Planner
Jill Brooksbank, Communications & Grant Coordinator
Gwendolyn Kennedy, Legislative Assistant

Public: 6

1. CALL TO ORDER

At 9:01 a.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 circulated.
CARRIED

3. RISE WITH REPORT FROM IN CAMERA

Council Rose with Report from the In Camera Meeting held on February 5, 2019 with the following:

2019 Organizational Restructure

The position of Manager of Operations & Development Services be eliminated and the positions of Manager of Development Services and Manager of Operations and Projects be reinstated and establish a new permanent full-time position of Deputy Chief

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1486, Tuesday, February 5, 2019

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1486, held Tuesday, February 5, 2019 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

There was no business arising.

7. COMMITTEE MINUTES – FOR INFORMATION

a) Community Groups

i. Meeting Minutes, Tourism Pemberton Meeting, Wednesday, January 9, 2019

Moved/Seconded

THAT the draft minutes of the Tourism Pemberton meeting held on Wednesday, January 9, 2019 be received.

CARRIED

8. DELEGATIONS

a) RCMP Semi-Annual Report - Inspector Triance, Staff Sergeant Hayes and Corporal Hamilton

Inspector Triance presented a report highlighting key police achievements with reference to the four priorities: crime reduction, road safety, investing in people, and community outreach & engagement, and noted that the RCMP is also providing support to the Stl'atl'imx Tribal Police while this force rebuilds resources.

Corporal Hamilton reviewed statistics showing changes in crime since 2017 and noted that

- the 47% increase in impaired driving charges reflects proactive police work;
- the reduction in criminal charges in 2018 is due to several chronic offenders being apprehended or moving away from the area;

- there was little change in the number of assault calls.

Corporal Hamilton answered questions regarding the impact of the legalization of recreational cannabis, efforts to address anti-social behavior in public areas, issues resulting from heavy tourist use of Joffre Lakes Provincial Park, and comments Council has received from the public regarding conduct of police officers.

Inspector Triance urged Councillors to bring to her attention any complaints they receive regarding police officers conduct and noted that the Public Complaints Commission, a federally regulated body, is also available to accept complaints.

Moved/Seconded

THAT the RCMP Semi-Annual Report be received.

CARRIED

9. REPORTS

a) Office of the Chief Administrative Officer

i. Verbal Report

CAO Gilmore did not present a verbal report.

ii. UBCM Flood Mitigation Planning Grant

Moved/Seconded

THAT Council support the application to UBCM's Community Emergency Preparedness Fund, under the Flood Mitigation Stream to undertake Flood Mitigation Planning, for the Lillooet River Floodplain, in the amount of \$150,000.

CARRIED

b) Operations & Development Services

i. Operations 2018 Fourth Quarter Report

Moved/Seconded

THAT the Operations Department 2018 Fourth Quarter Report be received for information.

CARRIED

ii. Development Services 2018 Fourth Quarter Report

Moved/Seconded

THAT the Development Services 2018 Fourth Quarter Report be received for information.

CARRIED

c) Fire Department

i. Fire Department 2018 Fourth Quarter Report

Moved/Seconded

THAT the Fire Department 2018 Fourth Quarter Report be received for information.

CARRIED

d) MAYOR'S Report

Mayor Richman reported on the following meeting and events:

- Attended the Pemberton Valley Utilities and Services Committee meeting on February 14th where the 2019 budget was discussed. Details of the budget will be presented to the Committee of the Whole at the March 5th meeting.
- Dine in the Dark fundraising event at the Legion took place on February 9th
- Spud Valley Loppet took place on February 17th at Pemberton Valley Farms.
- Public Budget Information Session is scheduled for Tuesday March 5th at 5:30 pm; members of the public are invited to have their say by attending the info session or emailing budget@pemberton.ca.
- The Village is currently recruiting for a Manager of Operations and Projects and a Manager of Development Services.
- Tourism Pemberton AGM takes place at Blackcomb Helicopters at 6:00 p.m. on Thursday February 21st.
- Tourism Pemberton is undertaking a Tourism Economic Impact Study and is seeking data from local tourism-related businesses.

e) COUNCILLOR Reports

Councillor Craddock

Councillor Craddock reported on the following:

- Attended the CPR and AED course for seniors on February 6th

Councillor Zant

Councillor Zant reported on the following:

- Attended the Spud Valley Loppet on February 17th

Councillor Antonelli

Councillor Antonelli attended the Library Board Meeting and advised that planning is underway for Oktoberfest 2019 and volunteers are needed.

Councillor Antonelli noted residents have approached her regarding Fougberg Park.

Councillor Noble

Councillor Noble reported on the following:

- Received numerous comments regarding Fougberg Park and noted that there was much misinformation circulating regarding this issue.

10. BYLAWS

a) Bylaws for Adoption

i. Village of Pemberton Animal Control Bylaw No. 839, 2018 Amendment Bylaw No. 854, 2019

Moved/Seconded

THAT Village of Pemberton Animal Control Bylaw No. 839, 2018 Amendment Bylaw No. 854, 2019 receive Fourth and Final Reading.

CARRIED

ii. Village of Pemberton Business Licence Bylaw No. 855, 2019

Moved/Seconded

THAT Village of Pemberton Business Licence Bylaw No. 855, 2019 receive Fourth and Final Reading.

CARRIED

Moved/Seconded

THAT Staff be directed to review liquor-related business licence fees established in other communities and bring back for information at a future Committee of the Whole meeting.

CARRIED

iii. Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, Amendment (Smoking Regulation/Business Licence) Bylaw No. 856, 2019

Moved/Seconded

THAT Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, Amendment (Smoking Regulation/Business Licence) Bylaw No. 856, 2019 receive Fourth and Final Reading.

CARRIED

11. CORRESPONDENCE

a) For Action

i. Bruce Bareham, Squamish-Lillooet Regional District Area C, dated February 6, 2019, expressing concerns regarding vagrants occupying the Community Barn.

Moved/Seconded

THAT the correspondence be referred to the RCMP for follow up.

CARRIED

ii. Annie Oja, Village of Pemberton, dated February 12, 2019, expressing concerns regarding the proposed development of a parking lot at Fougberg Park.

iii. Nicole Brink, Village of Pemberton, dated February 15, 2019, requesting an opportunity for public input regarding the construction of a parking lot at Fougberg Park.

Moved/Seconded

THAT correspondence be referred to Staff for response.

CARRIED

iv. Invitation to attend Whistler Blackcomb Foundation Charity Fundraiser to be held March 1st and 2nd, 2019.

Moved/Seconded

THAT the invitation to attend the Whistler Blackcomb Foundation Charity Fundraiser be received.

CARRIED

b) For Information

- i. **Pamela Goldsmith-Jones, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated January 31, 2019, addressed to the Honourable Bill Morneau, Minister of Finance, providing feedback on recent Community Budget Consultations.**
- ii. **Anne Crowley, Squamish-Lillooet Regional District Area C, dated February 11, 2019, expressing concerns regarding the paving of Fougberg Park.**
- iii. **Carlee Cindric, Tourism Pemberton, dated February 12, 2019, extending an invitation to Tourism Pemberton's Annual General Meeting to be held at 6:00 p.m. on February 21st at Pemberton Regional Airport, Blackcomb Helicopters Terminal Building.**
- iv. **Jennie Helmer, Squamish-Lillooet Regional District Area C, dated February 12, 2019, expressing concerns regarding the paving of Fougberg Park.**
- v. **Jan Naylor, Squamish-Lillooet Regional District Area C, dated February 13, 2019, expressing concerns regarding the conversion of Fougberg Park into a parking lot.**
- vi. **Rachel Hesketh, Village of Pemberton, dated February 13, 2019, expressing concern regarding the conversion of Fougberg Park into a parking lot.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

OPPOSED: Councillor Antonelli

Moved/Seconded

THAT Staff be directed to respond to the correspondence respecting Fougberg Park noted under Correspondence for Information.

CARRIED

12. DECISION ON LATE BUSINESS

Moved/Seconded

THAT Village of Pemberton Procedures Bylaw No. 788, 20105, be discussed under Late Business.

CARRIED

13. LATE BUSINESS

Discussion ensued regarding interpretation of Village of Pemberton Procedures Bylaw No. 788, 2015, section 31.

Moved/Seconded

THAT Staff obtain a further legal opinion regarding the interpretation of Village of Pemberton Procedures Bylaw No. 788, 2015, Section 31 (a).

CARRIED

OPPOSED: Councillor Craddock
Councillor Zant

14. NOTICE OF MOTION

There was no notice of motion.

15. QUESTION PERIOD

Mark Mendonca, Village of Pemberton, requested clarification regarding the process for eliciting public comment on issues of concern when they appear on the meeting agenda.

Nicole Brink, Village of Pemberton, requested clarification regarding the development permit process required to add a parking lot at Fougberg Park and how public input would be gathered during this process.

Marion O'Shaughnessy, Village of Pemberton, Manager, Visitor Information Centre, asked if satellite Visitor Information Booths could be set up at the Community Barn.

At 11:30 a.m. the Regular Meeting was recessed.

At 11:57 a.m. the Regular Meeting was reconvened.

16. IN CAMERA

Moved/Seconded

THAT pursuant to Section 90 (1) (a) Personnel, (k) Negotiations and (l) Municipal Objectives 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.

CARRIED

At 11:57 a.m. Council moved In Camera.

At 1:00 p.m. Council Rose without Report and the Regular Meeting was recessed to move to the Committee of the Whole Meeting.

At 2:00 p.m. the Regular Meeting was reconvened and Council moved back In Camera.

At 2:41 p.m. Council Rose with Report from In Camera.

17. RISE WITH REPORT

Council Rose with Report with the following resolution:

Pemberton Valley Dyking District:

THAT a meeting invitation be extended to the Pemberton Valley Dyking District (PVDD) Board of Trustees to discuss collaboration between the Village and the PVDD.

18. ADJOURNMENT

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 2:42 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer



SQUAMISH – LILLOOET REGIONAL FOOD ACTION PLAN

Squamish - Lillooet Regional Food Task Force

ACTION 1. CREATE AGRICULTURAL LAND AWARENESS RESOURCE

Design or redesign an educational resource for realtors/newcomers to give to clients who are considering purchasing farmland inside the Agricultural Land Reserve (ALR) or outside the ALR (non-ALR) in any of the regional communities. The resource will be in paper form and on-line, and distributed by Squamish – Lillooet Regional District (SLRD), Squamish CAN, and others.

Lead organization: Village of Pemberton (VOP) and the SLRD.

Partners: Pemberton Farmers Institute, District of Squamish (DoS), Squamish CAN, District of Lillooet (DoL), Lillooet Agriculture and Food Society (LAFS).

ACTION 2. SECURE REPRESENTATION ON THE BC SMALL SCALE MEAT PRODUCERS' ASSOCIATION

Identify and support an individual to be the Sea to Sky regional representative for the B.C. Small-Scale Meat Producers' Association, which advocates for regulation reform and associated legislative compliance to grow and promote the industry. The regional representative will identify opportunities for collaboration, stay alert to local funding opportunities, and inform the B.C. Small Scale Meat Producers' Association of local issues.

Lead organization/Partners: Pemberton Farmers Institute & Small-Scale Meat Producers Association

ACTION 3. CREATE VIRTUAL FOOD HUB

This action builds on a previous Lillooet Food Hub business plan and expands the scope of the plan to take a regional approach. The business plan will focus on the creation of a regional online food hub that hosts an inventory of local products that anyone (restaurants, etc.) can buy. Farmers upload fresh sheets and when orders are placed, farmers bring their products to a central location where buyers can pick them up, or a delivery truck can transport products between Lillooet/Pemberton/Whistler/ Squamish, and potentially to Vancouver. The deliverables of this specific action item are: a regional Food Hub business plan; marketing strategy; and education strategy.

Lead organization: Potentially LAFS or Squamish CAN

Partners: LAFS or Squamish CAN



SQUAMISH – LILLOOET REGIONAL FOOD ACTION PLAN

ACTION 4. DEVELOP FOOD NUTRITION LITERACY INITIATIVE

Develop food literacy information that describes what types of foods \$20 can buy, along with nutrition facts. Examples of junk food vs. nutritious food will also be shown.

Lead organization: MarketWurks (Chris Quinlan).

Partners: Vancouver Coastal Health (VCH), Farmers Market Association, independent grocery stores, farmers, health professionals, schools, daycares, food banks.

ACTION 5. IMPLEMENT PILOT PROJECT FOR FOOD SKILLS TRAINING / COOKING CLASSES / LOCAL FOOD IN SCHOOL

Undertake an inventory of food education (including food skills training/local food in schools/healthy lunch/nutrition education) in schools and the community to develop a gap analysis of what is currently missing. Identify and work with a Parent Advisory Committee and teachers at one school to pilot a project that maximizes nutrition in school lunches and features local products.

Lead organization: Potentially Lillooet Agriculture Food Society (LAFS), Stewardship Pemberton Society or Squamish CAN.

Partners: LAFS, Stewardship Pemberton Society, Squamish CAN, School District 48, BC Agriculture in the Classroom, Canadian Diabetes Association, VCH, Interior Health, First Nations Health Authority, Xetólacw Community School.

ACTION 6. PROMOTE SUSTAINABLE FOOD PACKAGING

Engage businesses and grocery stores to encourage them to have package free options, and promote compostable, rather than biodegradable, take-away containers.

Lead organization: AWARE/ SLRD Zero Waste Coordinator

Partners: Grocery stores, food retailers and outlets.

ACTION 7. CREATE EDUCATION CAMPAIGN TO DIVERT ORGANICS

Work with government bodies to encourage them to consider curbside programs and conduct waste audits. Work with one grocery store or restaurant to conduct a pilot project to divert organics to compost facility and/or partner with local farmers to provide livestock fodder.

Lead organization: AWARE/SLRD Zero Waste Coordinator



SQUAMISH – LILLOOET REGIONAL FOOD ACTION PLAN

Partners: DoS, VoP, Resort Municipality of Whistler (RMOW), SLRD, DoL, regional First Nations (Squamish, Lil'wat, Skatin, Samahquam, Xa'xtsa, N'quatqua, etc.), Whistler Bear Working Group, Conservations Officer Services, GFL Environmental, local organizations (Squamish CAN, AWARE, etc.)

ACTION 8. DEVELOP A REGIONAL FOOD PROCUREMENT POLICY

Design and develop a regional food procurement policy that can be adopted by local municipalities, organizations and businesses. Engage with local organizations to encourage and support use of the regional food procurement policy.

Lead organization: Squamish Food Policy Council (SFPC)

Partners: All partners of the SFPC (e.g. VCH, Helping Hands Society, Whistler/Pemberton Food Bank, etc.)

Squamish Lillooet Food Project Task Force
Terms of Reference
July 2018

Mandate

The Task Force (TF) will:

- Continue to provide leadership, expertise and input to guide the implementation of priority actions for the project;
- Participate in ongoing action planning processes;
- Assist in supporting grant application efforts, as required;
- Advise funders and project consultants (e.g. the Real Estate Foundation BC and the Whistler Centre for Sustainability) on the progress of implementation actions as requested;
- Discuss, identify, and incorporate new opportunities for implementation into the list of priority actions as they arise; and
- Assist with project communications, engagement and promotion as necessary.

Composition

The TF will be comprised of no more than twenty (20) members in total, in order to maintain effective communication and meaningful engagement. The TF shall be comprised of members who represent the following food system areas or regional partner organizations:

1. Production (up to 3)
2. Processing (1)
3. Distribution (1)
4. Retail (1)
5. Restaurant (1)
6. Waste Management (1)
7. SLRD (1)
8. St'át'imc (1)
9. Lil'wat Nation (1)
10. Squamish Nation (1)
11. RMOW (1)
12. District of Squamish (1)
13. Village of Pemberton (1)
14. District of Lillooet (1)
15. Pemberton Farmers Institute (1)

16. LAFS (1)
17. Squamish Climate Action Network (1)
18. Vancouver Coastal Health (1)
19. Interior Health (1)
20. Food bank/community services (1)

Time Commitment

It is expected that there will be two TF meetings per year. As preparation will be crucial to ensure meetings are efficient and effective, TF members are asked to spend some time in advance of the meetings to review materials and prepare input.

It is estimated that the time commitment for the above will be approximately 4 hours per meeting.

Terms

1. The TF shall serve for a time period of approximately two years, leading to the completion of the priority action(s) that they or their organization is leading or supporting.
2. TF members should endeavour to attend all meetings. If a member cannot attend a meeting, it is expected that s/he provide her/his input to the project team using an alternative method (e.g. via email or phone call).
3. All members of the TF shall serve without remuneration.

Meeting Procedures

1. The TF meetings will be designed and facilitated by a project leader (e.g. Whistler Centre or other appointed organization).
2. Meetings will be held in Pemberton in order to accommodate those travelling from Lillooet. Whenever possible, a call-in option will be made available to minimize travel for members.
3. Information critical to the project will be shared via email.
4. The TF will endeavor to meet at least two times a year.
5. The TF will work towards agreement in decision making.
6. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.



Fougberg Park Frequently Asked Questions

February 21, 2019

1. Has the Village considered the historical importance of the Park? Was this Park dedicated?

The Village has owned this land since 1972 and acknowledges and respects the historical importance of this Park as it was the original home of the Pemberton & District Museum and Archives, of which Margaret Fougberg was the founding curator, until 1995. Mrs. Fougberg and her husband Thord (Slim) Fougberg were instrumental in shaping Pemberton in the early years.

Although this greenspace has been referred to as 'Fougberg Park' for many years, after searching Village records, it was discovered that this was a colloquial naming only, as it was never officially dedicated.

To honour these important Village pioneers, the Village is exploring the formal dedication of the green space at the front of the site along Prospect Street which will include placement of interpretive signage. The Village has also heard suggestions of renaming Pioneer Park to Fougberg Park, or dedicating and naming the greenspace in front of the museum 'Fougberg Park'.

2. Why does the Village want to convert a Park into a parking lot?

During preliminary discussions with the business community in the Fall, regarding the downtown enhancement project, concern was raised about the lack of parking in the downtown specifically on the south of Birch Street. Downtown businesses felt that the net loss of parking should be addressed by the Village. Staff reviewed options but were limited to considering only Village-owned lands.

As a Village-owned property that has been recognized as underutilized in the Parks and Open Spaces Master Plan the Village felt that the space could be improved by enhancing the street front portion of the Park (such as the trees and picnic table) that is most appealing to the public, and converting the remainder of the land to some additional parking for Downtown. These changes would increase utilization of the land and maintain the street front area of the Park, thus reducing underutilization and discouraging anti-social behaviour.

3. When did this first come to Council? When did Council make this decision?

The concept of utilizing a portion of Fougberg Park for parking was first presented to the Committee of the Whole, at their meeting held August 28, 2018, at which 10 members of the business community were in attendance. Specifically, the discussion took place respecting the potential loss of parking, specifically on the south side of Birch Street, as being a primary concern for business owners.

To view the Committee of the Whole minutes and a summary of Business Community comments please click on the following link:

<https://www.pemberton.ca/public/download/documents/52601>

The decision to direct Staff to proceed with development of a parking lot at Fougberg Park was made at the Regular Council meeting held on February 5, 2019.

This authorization from Council now allows Staff to begin the formal and procedural steps in order to undertake the project, such as a Development Permit.

Links to the agenda package and minutes are below:

Agenda Package: <https://www.pemberton.ca/public/download/documents/59918>

Minutes: <https://www.pemberton.ca/public/download/documents/68249>

4. Will the parking lot affect the Village's drinking water well?

UPDATED: The well located at Fougberg Park is a back-up well and is not the main source of drinking water for the Village. However, the Village has retained a Hydrologist to review the plan and advise if this initiative would result in any impacts to the well.

5. I don't see any accessible parking spots and the stalls do not appear to be to Village standards? Will an accessible parking stall be considered? Will the parking stalls be made larger?

Yes. Although accessible parking stalls were not indicated in the conceptual design, the final design will include at least one (1) accessible parking stall as per the Village's Zoning Bylaw requirements and the stalls will be designed to the Village's parking stall standard. The parking lot will also offer some parking spaces for small vehicles only.

6. Will the Village be removing all the trees from Fougberg Park?

No. The old growth trees will not be removed. There is one small tree and four cedar hedges that would need to be removed and the Village would find a new suitable home for them if possible.

7. Will there be any greenspace preserved?

Yes. The Village will **not** be paving the entire site rather only a portion of it to accommodate up to 16 parking spaces. The Village intends to improve the front portion along Prospect Street, including landscape improvements to make a more welcoming and enriched greenspace.

8. How many spots will the parking lot include?

It is proposed that the new parking lot could accommodate up to 16 stalls but that will be better determined once the design is finalized.

9. Will the parking lot be paved?

Yes the parking lot will be paved and delineated.

10. When will this project begin?

It is anticipated that the Development Permit process would begin in Spring, 2019.

11. Is this project a part of the downtown enhancement project?

No. The scope of the downtown enhancement project only considers road, water, stormwater and sidewalk improvements on Aster, Frontier, Prospect and Birch Streets. The Fougberg parking lot project was proposed to Council as an option to address the parking concerns from the downtown businesses with respect to the downtown enhancement project. It should be noted, that the goal of the downtown enhancement project is to improve walkability of the downtown core, to replace critical aging infrastructure (water lines and roads), and to properly divert and treat stormwater.

12. Was this project part of the Village's 2009 Downtown Enhancement Strategy?

This project, while not specifically contemplated as part of the 2009 Downtown Enhancement Strategy, meets with the following principles of that Strategy:

- ***Great, focused and designed open spaces*** – by enhancing the green space bordering Prospect Street with additional landscaping, planters and improvements, the Village will activate this area, by promoting community use, and discouraging anti-social behaviour;
- ***Appropriate Parking and Transit Facilities*** – Creating a public parking lot in this area improves opportunities for concentrated and visible parking in this area of downtown;
- ***Economically Vibrant*** – Adding additional public parking in the downtown helps support and sustain the local business community while meeting the needs of residents and visitors;
- ***Share Pemberton's Authentic Identity*** – Officially dedicating the improved, albeit condensed, greenspace as Fougberg Park gives the Village the opportunity to create a memorial space and interpretive signage in the downtown core to better tell the community's story by reflecting on who we are.

13. Where is funding coming from for the improvement of this greenspace and parking lot?

Funding for this project is being provided from Parking-in-Lieu payments – funds directly collected from Businesses that are unable to facilitate off-street parking requirements on their premises. Taxpayer dollars will not be expended for this project.

14. In the Parks and Open Spaces Master Plan, Fougberg Park has been identified as a 'key park in downtown enhancement' for its heritage and location. Should this not be considered?

This has been considered. The Parks and Open Spaces Master plan also recognized Fougberg Park as feeling neglected and underutilized and the proposed improvements will address some of its current downfalls to make it a more utilized and attractive space.

It should also be noted that the Art Barn and the Pemberton Valley Dyking District (PVDD) are heritage buildings and are located on a separate private lot adjacent Fougberg Park owned by the PVDD.

15. Is the Village providing parking for exclusive use of neighbouring businesses?

No. This proposed small parking lot will be for general public use and ownership will be retained by the Village. No one business will have exclusivity to these parking spaces.

16. What are the next steps?

As the property owner, Council has provided direction to Staff to proceed with the development of a parking lot in Fougberg Park. The Village will be preparing a Major Development Permit application and signage will be erected on the site to inform citizens of the project. The application will be reviewed by internal and external stakeholders and the Village's Advisory Design Review Commission. A public information meeting will be held to share the final design and seek public input before the application is considered by Council.

17. The Park is currently zoned Parks and Recreation 1 (PR-1). Will the Park need to be rezoned to be a Parking lot?

Adding a public parking lot to a property zoned PR-1 does not require a rezoning application. Many Village parks that are also zoned PR-1 include public parking, including One Mile Lake Park, Underhill Park and Al Staehli Park.

18. How can I express my opinion with respect to this project to the Village?

You may write a letter or an email addressed to Mayor and Council and either send it via post PO Box 100, Pemberton BC V0N 2L0, email admin@pemberton.ca or drop it off at the Village Office at 7400 Prospect Street. Please be aware that correspondence sent to Mayor and Council must be submitted via the above methods, and should be clearly addressed 'To Mayor and Council'. As per the Village's Social Media Policy, the Village does not respond to correspondence on third party Facebook pages.

As mentioned above, through the development permit process, a public information meeting will be held to share the final design and seek public input before the application is considered by Council.

Pemberton Valley Transit

Route 99 Pemberton Commuter Engagement Summary Report



February 2019



OVERVIEW

The Sea to Sky Transit Future Plan was completed in 2015. It was a 25-year strategic plan developed by BC Transit in Collaboration with multiple local partners within the Sea to Sky Region, including the Village of Pemberton. Pemberton had a goal to provide midday or evening Regional Transit service between Whistler and Pemberton. Now that the service is provided, Pemberton residents have shown interest in more evening service. In September of 2018, Pemberton approved 800 hours of transit service expansion to provide an additional evening trip.

PUBLIC ENGAGEMENT

To determine what time would be most useful to residents and customers of the Route 99 Pemberton Commuter, BC Transit proceeded with conducting an online survey inquiring how customers currently use transit and what they see would be best for them in new service. The online survey was conducted between January 29th to February 12th 2019.

Results

There were a total of 322 respondents, with 56% currently using the service and 44% not. The majority of respondents utilize the route 99 Pemberton Commuter for work, and the majority use it for the entire work week. Over 60% of the respondents live in the downtown core, so the fact that over 50% of the respondents walk to the service makes sense. The most common work start and end times are 8:00am and 5:00pm respectively, both of which are currently served by existing service on the route 99 Pemberton Commuter. See the Appendix for charts summarizing these key results.

The results show that there was a marginal preference for an additional evening trip over a midday trip, although both options had strong levels of support (Figure 1). Within the proposed evening trip windows, the 9:00pm-9:59pm window received the strongest support (Figure 2), and the results also show that many Pemberton residents working in Whistler have shifts ending at 9:00pm (Figure 3).

RECOMMENDATIONS

- Based on the survey results, BC Transit recommends that Pemberton add a round trip on route 99 Pemberton Commuter departing the Gondola Transit Exchange in Whistler to meet a 9:00pm shift end time.

Future Considerations

- The survey results also show significant latent demand for a midday trip on the route 99 Pemberton Commuter between 10:00am and 2:00pm (Figure 1).

Figure 1 – Additional Trip Time Option Preference

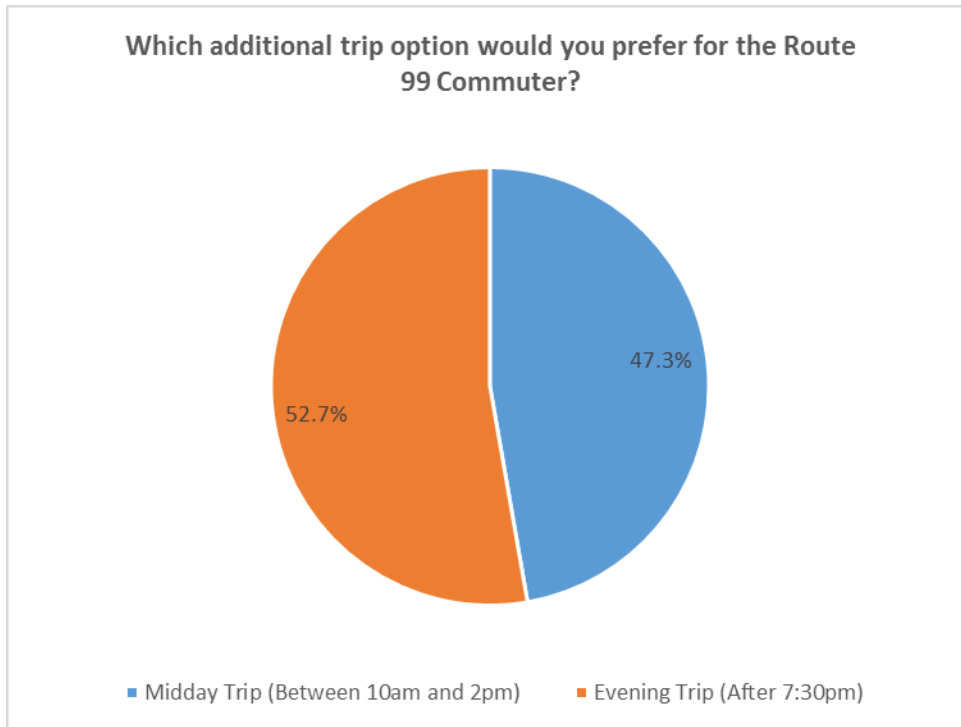


Figure 2 – Additional Trip Time Window

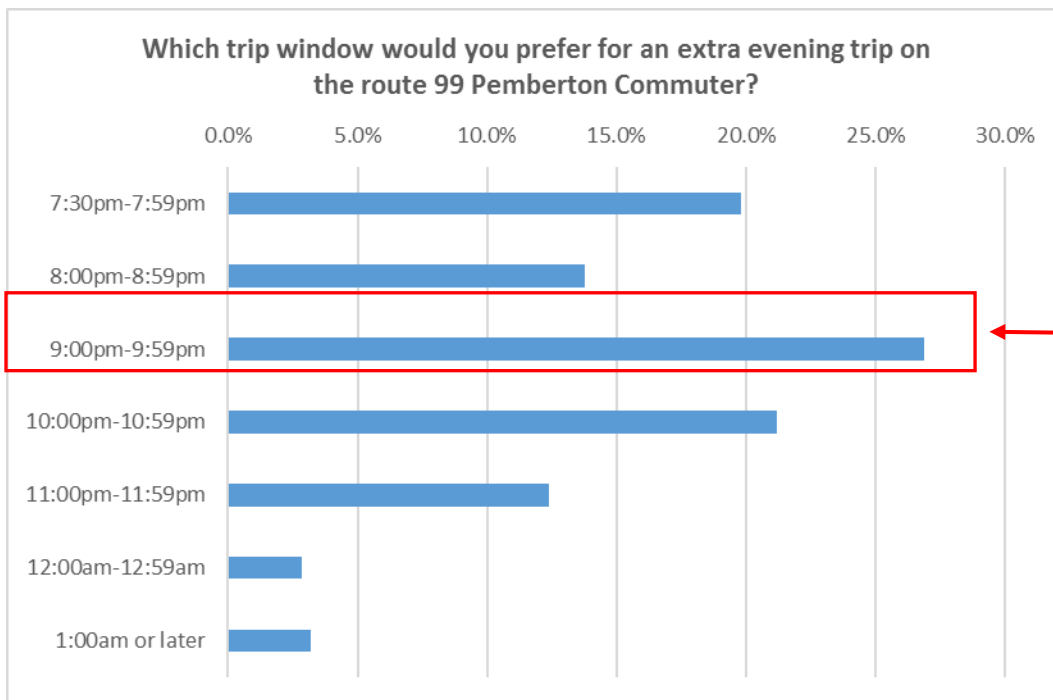
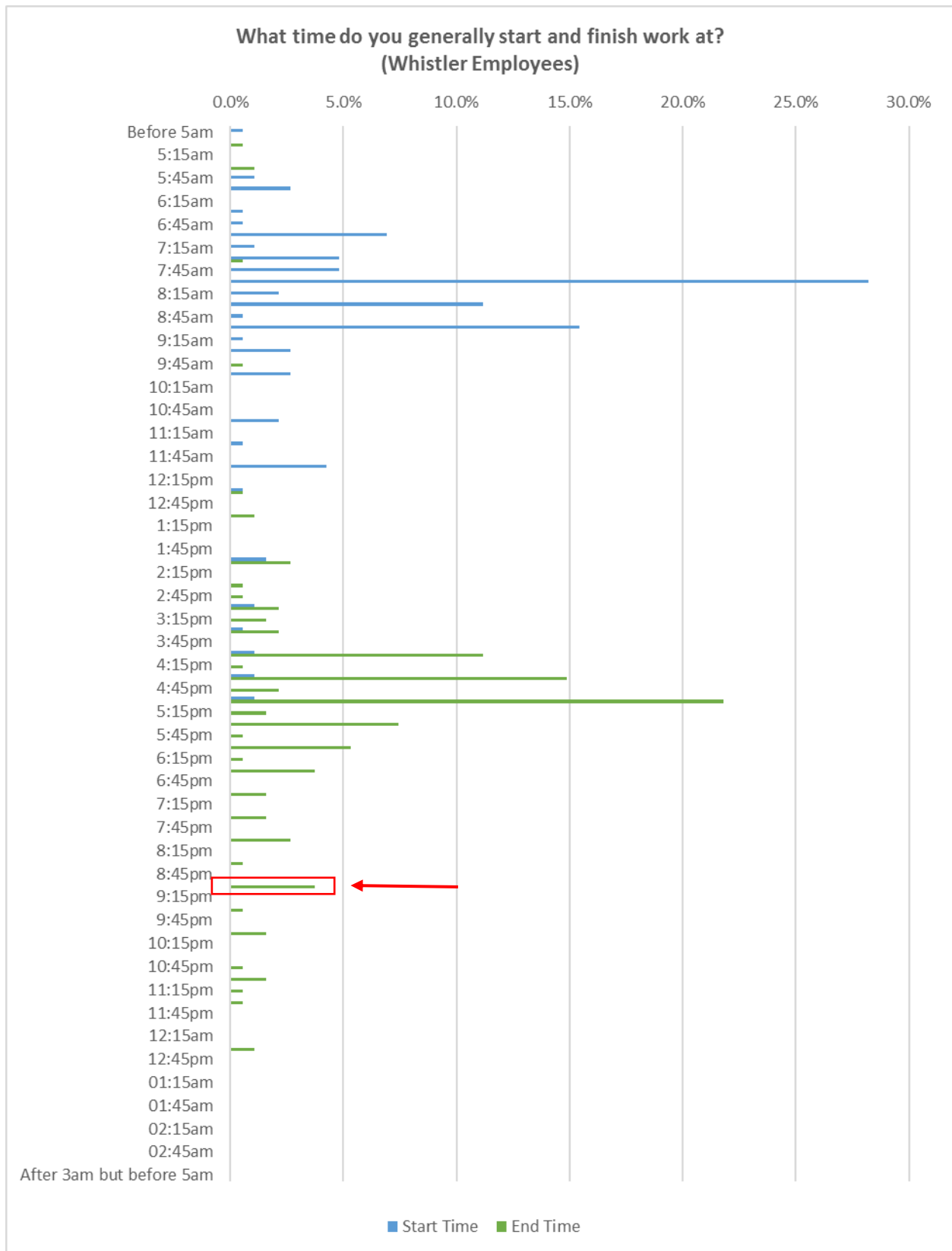
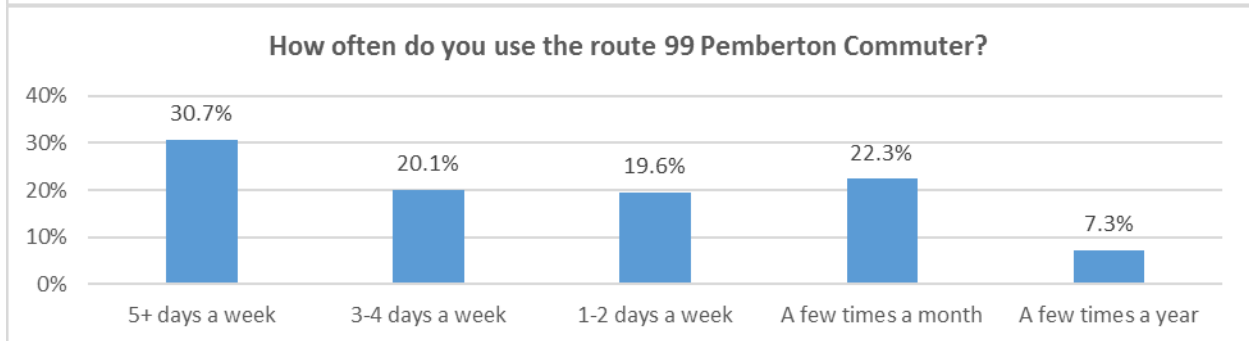
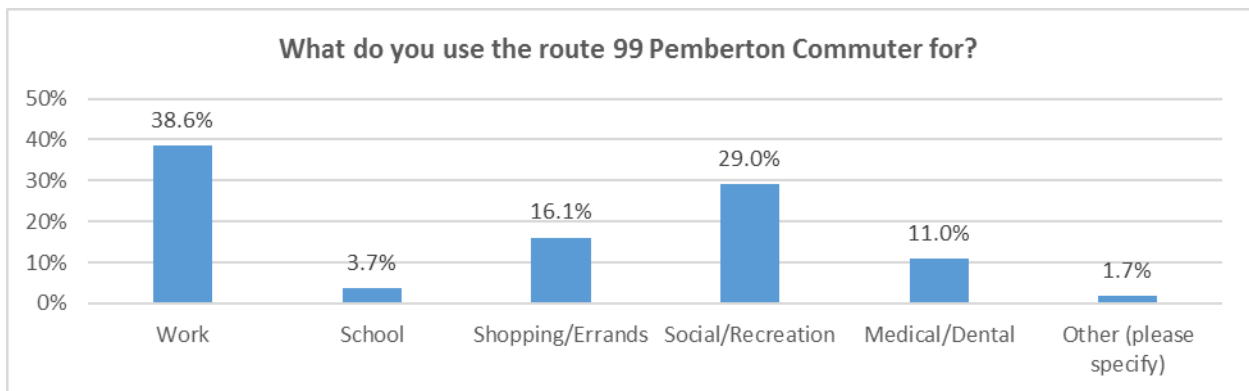
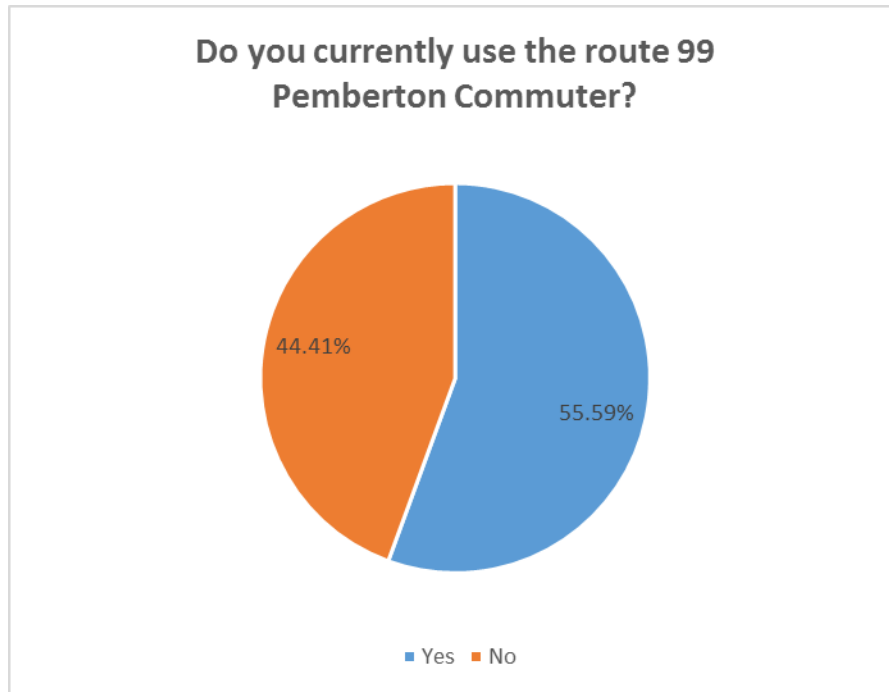


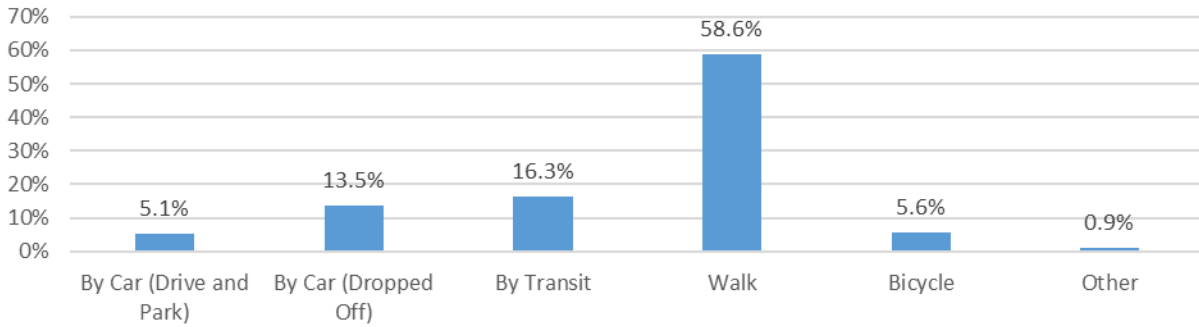
Figure 3 – Whistler Employee Work Start and End Times (Pemberton Residents)



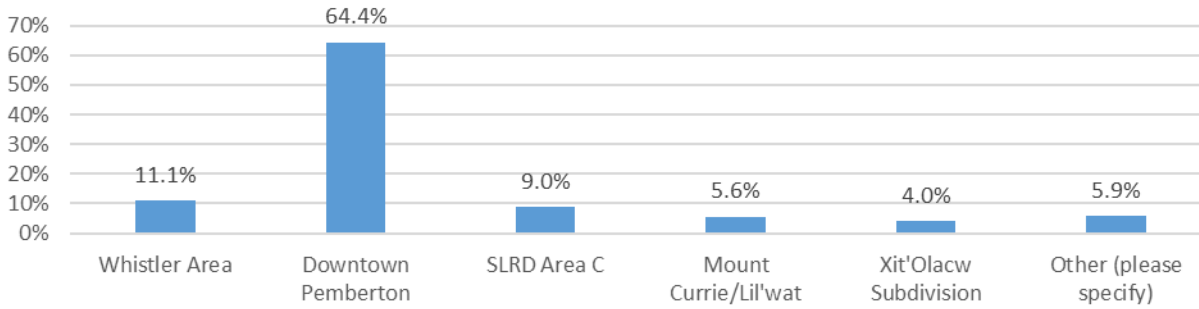
APPENDIX – ADDITIONAL SURVEY RESULTS



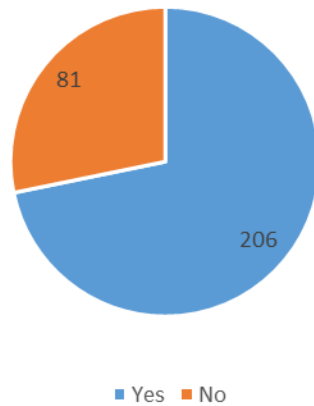
How do you usually access the route 99 Pemberton Commuter?



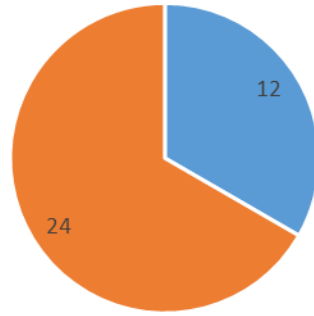
Where do you live?



Do you work in the Whistler area? (Pemberton Residents)



Do you work in the Pemberton area?
(Whistler Residents)



■ Yes ■ No

STRATEGIC PRIORITIES CHART

March 5, 2019

CORPORATE PRIORITIES (Council/CAO)

<p>NOW</p> <ol style="list-style-type: none"> 1. HOUSING STRATEGY: Complete Action Plan 2. ASSET MANAGEMENT: Phase 2 3. FN SHARED SERVICES: Water/Sewer 4. HILLSIDE DEVELOPMENT STANDARDS 5. EMERGENCY MANAGEMENT: Mt. Currie/Flooding 	<p>TIMELINE</p> <p>April 2019</p> <p>August 2019</p> <p>May 2019 (Water)</p> <p>June 2019</p> <p>September 2019 (Mt. Currie Risk Assessment)</p> <p>July 2020 (Integrated Flood Management Plan)</p>
<p>NEXT (in order of priority)</p> <ul style="list-style-type: none"> • ECONOMIC DEVELOPMENT STRATEGY • ESTABLISHMENT OF A SECOND RIVER CROSSING 	<p>ADVOCACY / PARTNERSHIPS</p> <ul style="list-style-type: none"> • <i>Regional Transit</i> • <i>Second Entrance to Town</i>
<p>CHIEF ADMINSTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. FN SHARED SERVICES: Water – May ‘19 2. Pemberton North Water Agreement – March ‘19 3. Downtown Enhancement Project (PC) – March ‘19 <ul style="list-style-type: none"> • Regional Transit – Sept. ‘19 • SROW Agreements – Nov. -19 	<p>FIRE/EMERGENCY</p> <ol style="list-style-type: none"> 1. INTEGRATED FLOOD MNGMT PLAN – July ‘20 2. Community Wildfire Protection Plan (PC) – May ‘19 3. Emergency Management Plan Update – July ‘19 <ul style="list-style-type: none"> • •
<p>CORPORATE & LEGISLATIVE SERVICES</p> <ol style="list-style-type: none"> 1. Community Forest – Complete License -May ‘19 2. Bylaw Adjudication System (BNEB) – Apr. ‘19 3. Building Bylaw Update – March ‘19 <ul style="list-style-type: none"> • Admin Fees Bylaw – May ‘19 • Airport Lease Negotiations – April ‘19 	<p>OPERATIONS</p> <ol style="list-style-type: none"> 1. ASSET MANAGEMENT: Phase 2 – Aug. ‘19 2. Downtown Enhancement Project - Sept. ‘19 3. Friendship Trail Bridge Connection – May ‘19 <ul style="list-style-type: none"> • Water Source Feasibility Study – Sept. ‘19 • Crabapple Tree Project – May ‘19
<p>FINANCE / ADMINISTRATION</p> <ol style="list-style-type: none"> 1. Recreation Service Delivery Trsfr – May/June ‘19 2. Vadim Open Software Upgrade – July ‘19 3. Benefits RFP – July ‘19 <ul style="list-style-type: none"> • Audit RFP – Sept. ‘19 • Expense Policy Review/Update – Oct. ‘19 	<p>DEVELOPMENT</p> <ol style="list-style-type: none"> 1. HOUSING STRATEGY: Action Plan – Apr. ‘19 2. HILLSIDE DVLOPMNT STNDRDS – June ‘19 3. Mt. CURRIE ROCK SLIDE RISK ASMT – Sept ‘19 <ul style="list-style-type: none"> • Community Amenity Contribution Policy – Oct. ‘19 • Sign Bylaw – Nov. ‘19
<p>CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; <i>Italics</i> = Advocacy; Regular Title Case = Operational Strategies</p>	

Date: Tuesday, March 5, 2019

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate & Legislative Services

Subject: Community Enhancement Fund Request – Whistler Centre For Sustainability – Squamish-Lillooet Regional Food Task Force

PURPOSE

To provide information pertaining to the request for funding from the Community Enhancement Fund (CEF) for the Whistler Centre For Sustainability's Squamish-Lillooet Regional Food Task Force (Food Task Force).

BACKGROUND

The Village of Pemberton has received a Community Enhancement Fund request in the amount of \$2,000 from the Whistler Centre for Sustainability (the Centre) in order to facilitate funding for their Squamish-Lillooet Food Project for 2019.

The Whistler Centre for Sustainability initiated this project in 2017 in order to create a more sustainable and connected food system across the Squamish-Lillooet Regional District (SLRD). A Food Task Force was established to build on current food-related initiatives as well as identify and implement a list of prioritized actions aimed at improving regional food sustainability. The Centre has partnered with local organizations and stakeholders, of which the Village is one, within the SLRD to execute these initiatives.

A grant agreement with the Vancouver Foundation, in the amount of \$58,000 over two years, has been secured by the Centre with a requirement to obtain matching funding. The current application for funding to the Village of Pemberton will assist the project in reaching its funding obligations, in collaboration with other local partners, and support the continuation of the Food Task Force.

At the Regular Meeting held on January 22, 2019, correspondence from the Whistler Centre for Sustainability (**Appendix A**) was presented to Council. The request was for funding to support the Squamish-Lillooet Regional Food Task Force and the following resolution was passed:

Moved/Seconded

THAT Whistler Centre for Sustainability be invited to make an application for funding under the Community Enhancement Fund and to attend an upcoming Council meeting as a delegation to provide background on the Food Task Force initiative and on their funding request.

CARRIED

An invitation was extended to the Food Task Force to make a presentation which will be presented at the Regular Council Meeting on March 5, 2019. As a result of the resolution, the Centre has submitted a Community Enhancement Fund application attached as **Appendix B**.

Criteria

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

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

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

As such, Council has established the following priorities:

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

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

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

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

DISCUSSION & COMMENTS

This is the first time that the Centre is requesting funding for the Squamish Lillooet Regional Food Task Force.

At this time, there is \$9,000 remaining in the CEF budget after the funding commitments for the Pemberton Secondary School Bursary (\$2,000), administration costs associated with the Roundabout Sign (\$3,000), and a contribution (\$1,000) for the purchase of a memorial bench in honour of Bill Reynolds.

COMMUNICATIONS

There are no communications elements for consideration.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

The chart below lists the Community Enhancement Fund contributions already allocated to date:

Community Enhancement Fund Reconciliation – March 1, 2019

2019 Budget Amount		\$ 15,000	
Contributions Expensed:			
Village of Pemberton Bursary (PSS)	\$2,000		Yearly allocation
Roundabout Sign Administration	\$3,000		Yearly allocation as per Regular Meeting No. 1386, January 6, 2015
Memorial Bench – Bill Reynolds	\$1,000		Contribution as per Regular Meeting No. 1483, December 11, 2018
TOTAL ALLOCATED TO DATE:	\$6,000.00		
CEF FUNDS REMAINING:		\$9,000.00	

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts to outside jurisdictions anticipated at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

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

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

RECOMMENDATION

THAT Council provide direction with respect to a contribution from the Community Enhancement Fund, in the amount of \$2,000, to support the Squamish-Lillooet Regional Food Task Force.

ATTACHMENTS:

- Appendix A:** Correspondence dated January 10, 2019, from the Whistler Centre for Sustainability
- Appendix B:** Community Enhancement Fund Program/Grant in Aid Policy
- Appendix C:** Community Enhancement Fund Application for the Squamish-Lillooet Regional Food Task Force
- Appendix D:** 2019/2020 Food Task Force Budget and Project Timeline
- Appendix E:** Letters of Support

Submitted by:	Elysia Harvey, Legislative Assistant
Manager Review:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A

CENTRE *for* SUSTAINABILITY WHISTLER

January 10 2019

Village of Pemberton
PO Box 100
Pemberton, BC
V0N 2L0

To: Village of Pemberton Mayor and Council

Re: Squamish Lillooet Regional Food Task Force Request for Support

We are writing to seek your support to further the work of the Squamish Lillooet Regional Food Task Force.

The Squamish-Lillooet Food Project is an initiative of the Whistler Centre for Sustainability and supported by numerous agencies. It was developed to advance region-wide initiatives that will help to create a more sustainable food system in the Squamish-Lillooet region. The vision of the project is to support healthy people, a healthy planet, and regional prosperity. It builds on existing plans and policies in the Squamish-Lillooet region, and identifies internal gaps and best practices from other regions that can be adapted for this region.

We began this project in December 2017 by creating a framework for an action plan that addressed the complete food system over eight components, from land and production, to processing and distribution, to consumption and waste. A Task Force, comprised of stakeholders from across the region and from various sectors of the food system (including a representative from the Village of Pemberton) was created, and met four times over the course of a year to: develop a vision and goals for the regional food system; create a strengths, weaknesses, opportunities and threats (SWOT) analysis; review all background materials; and identify a set of potential actions that could advance regional food sustainability. The potential actions were then prioritized into an action plan with identified lead organizations, and a specific implementation plan was developed for each action. Lead organizations, our implementation partners, are now in the process of implementation of the prioritized actions.

Implementation partners include the Village of Pemberton, Squamish Lillooet Regional District, MarketWurks, Lillooet Agricultural Food Society, Squamish Climate Action Network, and Squamish Food Policy Council, and AWARE Whistler, with more partners being recruited as the project progresses. This initiative is strongly aligned with goals and objectives in regional agricultural policies and plans that can assist local government to achieving their agricultural goals.

The eight regional food actions are:

- 1) Agriculture Land Awareness Resource/ Collateral: Design or redesign an educational resource for realtors/newcomers for clients who are considering purchasing ALR or farmland (non-ALR) in any of the regional communities.
- 2) B.C. Small Scale Meat Producers' Association Representative: Identify and support an individual to be the Sea to Sky regional representative for the B.C. Small-Scale Meat Producers' Association, which advocates for regulation reform and associated legislative compliance to grow and promote the industry. The regional representative will identify opportunities for collaboration, stay alert to local funding opportunities, and inform the B.C. Small Scale Meat Producers Association of local issues.
- 3) Virtual Food Hub: This action builds on a previous Lillooet Food Hub business plan and expands the scope of the plan to take a regional approach. The business plan will focus on the creation of a regional online food hub that hosts an inventory of local products that anyone (restaurants, etc.) can buy. Farmers upload fresh sheets and when orders are placed, farmers bring their products to a central location where buyers can pick them up, or a delivery truck can transport products between Lillooet/Pemberton/Whistler/ Squamish, and potentially to Vancouver. The deliverables of this specific action item are: a regional Food Hub business plan; a marketing strategy; and an education strategy.
- 4) Food Nutrition Literacy Initiative: Develop food literacy information that describes what food \$20 can buy, along with nutrition facts. Examples of junk food vs. nutritious food will also be shown.
- 5) Food skills training / Cooking classes / Local food in school: Undertake an inventory of food education in schools and the community (including food skills training/local food in schools/healthy lunch/nutrition education) to develop a gap analysis of what is currently missing. Advocate/work with school districts to implement broader/universal food literacy classes.
- 6) Promote Sustainable Food Packaging: Engage businesses and grocery stores to encourage them to have package free options, and promote compostable, rather than biodegradable, take-away containers.
- 7) Policy – Zero Food Waste: Develop and implement a policy and education program to divert all organic waste from the landfill. Work with government bodies to encourage them to consider curbside programs and conduct waste audits. Work with one grocery store or restaurant to conduct a pilot project to divert organics to compost facility and/or partner with local farmers to provide livestock fodder.

- 8) Regional Food Procurement Policy: Design and develop a regional food procurement policy that can be adopted by local municipalities, organizations and businesses. Engage with local organizations to encourage and support use of the regional food procurement policy.

The Whistler Centre for Sustainability recently secured \$58,000 in funding over two years from the Vancouver Foundation to enable us to continue to support the Food Task Force. However, we require matching funds to proceed with the grant agreement. As such, the Whistler Centre for Sustainability is reaching out to our aligned local partners and local governments to help us secure the required matching funds. Therefore, we are respectfully requesting \$2000 from the Village of Pemberton for 2019. With these funds we will:

- Continue to host and facilitate Food Task Force meetings twice a year
- Assist partners with implementation of actions
- Support implementation partners by assisting them to apply for grant funding for their action items if and as required
- Track and report on implementation progress

Thank you for your time and consideration of this initiative and our funding request.

Sincerely,



Cheeing Ho
Executive Director

Att: Squamish Lillooet Food Project Task Force Terms of Reference

Squamish Lillooet Food Project Task Force
Terms of Reference
July 2018

Mandate

The Task Force (TF) will:

- Continue to provide leadership, expertise and input to guide the implementation of priority actions for the project;
- Participate in ongoing action planning processes;
- Assist in supporting grant application efforts, as required;
- Advise funders and project consultants (e.g. the Real Estate Foundation BC and the Whistler Centre for Sustainability) on the progress of implementation actions as requested;
- Discuss, identify, and incorporate new opportunities for implementation into the list of priority actions as they arise; and
- Assist with project communications, engagement and promotion as necessary.

Composition

The TF will be comprised of no more than twenty (20) members in total, in order to maintain effective communication and meaningful engagement. The TF shall be comprised of members who represent the following food system areas or regional partner organizations:

1. Production (up to 3)
2. Processing (1)
3. Distribution (1)
4. Retail (1)
5. Restaurant (1)
6. Waste Management (1)
7. SLRD (1)
8. St'át'imc (1)
9. Lil'wat Nation (1)
10. Squamish Nation (1)
11. RMOW (1)
12. District of Squamish (1)
13. Village of Pemberton (1)
14. District of Lillooet (1)
15. Pemberton Farmers Institute (1)

16. LAFS (1)
17. Squamish Climate Action Network (1)
18. Vancouver Coastal Health (1)
19. Interior Health (1)
20. Food bank/community services (1)

Time Commitment

It is expected that there will be two TF meetings per year. As preparation will be crucial to ensure meetings are efficient and effective, TF members are asked to spend some time in advance of the meetings to review materials and prepare input.

It is estimated that the time commitment for the above will be approximately 4 hours per meeting.

Terms

1. The TF shall serve for a time period of approximately two years, leading to the completion of the priority action(s) that they or their organization is leading or supporting.
2. TF members should endeavour to attend all meetings. If a member cannot attend a meeting, it is expected that s/he provide her/his input to the project team using an alternative method (e.g. via email or phone call).
3. All members of the TF shall serve without remuneration.

Meeting Procedures

1. The TF meetings will be designed and facilitated by a project leader (e.g. Whistler Centre or other appointed organization).
2. Meetings will be held in Pemberton in order to accommodate those travelling from Lillooet. Whenever possible, a call-in option will be made available to minimize travel for members.
3. Information critical to the project will be shared via email.
4. The TF will endeavor to meet at least two times a year.
5. The TF will work towards agreement in decision making.
6. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

APPENDIX B



Village of PEMBERTON

COMMUNITY ENHANCEMENT FUND PROGRAM/GRANT IN AID

POLICY # COUNCIL 003

APPROVED March 20, 2007

APPROVED April 19, 2011

AMENDMENT: November 1, 2011

Community Enhancement Fund Program/Grant in Aid

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

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

GRANT OBJECTIVE

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

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

PRIORITIES

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

As such, Council has established the following priorities:

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

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

APPLICATION PROCESS

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

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

FUNDING CRITERIA

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

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

For all grants, applicants must:

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

SPECIFIC CRITERIA

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

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

APPENDIX C



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

COMMUNITY ENHANCEMENT FUND APPLICATION

ORGANIZATION INFORMATION

Organization Name: Whistler Centre for Sustainability

Contact Name: Cheeying Ho Title: Executive Director

Mailing Address: 4325 Blackcomb Way Phone: [REDACTED]

Whistler, BC Email: _____

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

Annual Report filed with the Provincial Government: Yes No

If Yes, Date Last Report Filed: October 10 2018

How many members are in your organization? 5

Describe the role of volunteers in your organization: We have a volunteer board that governs an oversees our organization's operations. We have volunteers on an as-needed basis to assist with events, research, etc.

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

DETAILS OF FUNDING REQUEST

1. Amount of Grant Requested: \$ 2000

2. Total Event Budget: \$ \$58,000

3. Total Fundraising (funds from other sources): \$ \$34,000 secured to date

4. What is the purpose for which the grant is being requested? To support the implementation i initiatives of the Squamish Lillooet Food Task Force and implementation partners.

5. How does/will your Organization or project promote or benefit the Village of Pemberton? The Village of Pemberton will be recognized on our website (www.whistlercentre.ca) and on p rinted materials.

COMMUNITY ENHANCEMENT FUND APPLICATION

6. How many Pemberton residents will benefit or participate in the project?
 All Pemberton residents will potentially benefit or participate in the project through the implementation of the food actions, in particular, the food nutrition literacy initiative, the sustainable food packaging initiative, the zero food waste policy, and the agricultural land awareness resource.

7. Please list any other grants for which your Organization has applied or received
 Vancouver Foundation - \$29,000 each year for two years (confirmed)
 Whistler Blackcomb Foundation - \$3000 (confirmed)
 Resort Municipality of Whistler - \$2000 (confirmed)
 District of Squamish - \$2000 (pending)

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

9. Please attach any further information that you consider relevant in support of your application.
PLEASE NOTE: The Village reserves the right to request additional information if required.

APPLICATION CHECKLIST

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

APPENDIX D



Food Task Force 2019/2020 Budget

Revenues

Applicant Contributions	Y1 Cash- requested	Y1 - cash confirmed	Y1 in-kind	Y1 Totals Confirmed	Y2Cash	Y2 in-kind	Y2 Totals	Total
WCS			\$3,000	\$3,000				
Implementing partners			\$4,000	\$4,000				
External Partners				\$0				
Vancouver Foundation - confirmed	\$29,000	\$29,000		\$29,000	\$29,000			\$116,000
RMOW - confirmed	\$2,000	\$2,000		\$2,000				
Village of Pemberton - pending	\$2,000			\$0				
SLRD Areas BCD - pending	\$3,000			\$0				
Lush - pending	\$4,000			\$0				
CFOW - pending - LOI due Feb 8	\$5,000			\$0				
Vancity - TBD	\$6,000			\$0				
Whistler Blackcomb Foundation	\$3,000	\$3,000		\$3,000				
Total revenues	\$54,000	\$34,000	\$7,000	\$41,000	\$29,000		\$29,000	\$165,000
Expenditures								
Project/administrative expenses	\$23,000				\$23,000			\$46,000
wages (DJ, CH)	\$18,000							
WCS admin in kind	\$3,000							
Participation expenses	\$35,000				\$35,000			\$70,000
lone	\$7,500							
implementation costs	\$24,500							
implementation in kind	\$4,000							
Total expenditures	\$58,000				\$58,000			\$116,000

Squamish Lillooet Regional Food Sustainability Project

Timeline	Key Steps	Person Responsible
January - March 2019	Collect indicator baseline data; update research	Ione Smith, agricultural consultant
January - March 2019	Confirm Task Force members, refine actions	Dawn Johnson, Project Coordinator
March 2019	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
April - May 2019	Refine actions; meet with implementation partners	Dawn Johnson, Project Coordinator
May - October 2019	Support action implementation	Dawn Johnson, Project Coordinator
October 2019	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
November - February	Update indicators; update research	Ione Smith, agricultural consultant
	Review project progress and process	Cheeying Ho, Project Manager
March 2020	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
April - May 2020	Refine actions; meet with implementation partners	Dawn Johnson, Project Coordinator
May - October 2020	Support action implementation	Dawn Johnson, Project Coordinator
October 2020	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
October - December 2020	Develop strategy for next phase of project	Cheeying Ho, Project Manager
December 2020	Project evaluation	Cheeying Ho, Project Manager; Dawn Johnson, Project Coordinator

APPENDIX E



October 10, 2018

Vancouver Foundation
Suite 200, 475 West Georgia Street
Vancouver, BC Canada V6B 4M9

To Whom It May Concern:

RE: Regional Food Sustainability Project

The Lil'wat Nation is providing this letter of support for the Whistler Centre for Sustainability Institute's (WCSI) grant application for the Squamish Lillooet Regional Food Sustainability Project.

We have reviewed the project information, and we support its execution through the region to help us create a more sustainable food system. While we have a number of food-related initiatives taking place in the Corridor, there is a real need for region-wide connections and collaboration, which is the focus of the WCSI's proposed approach.

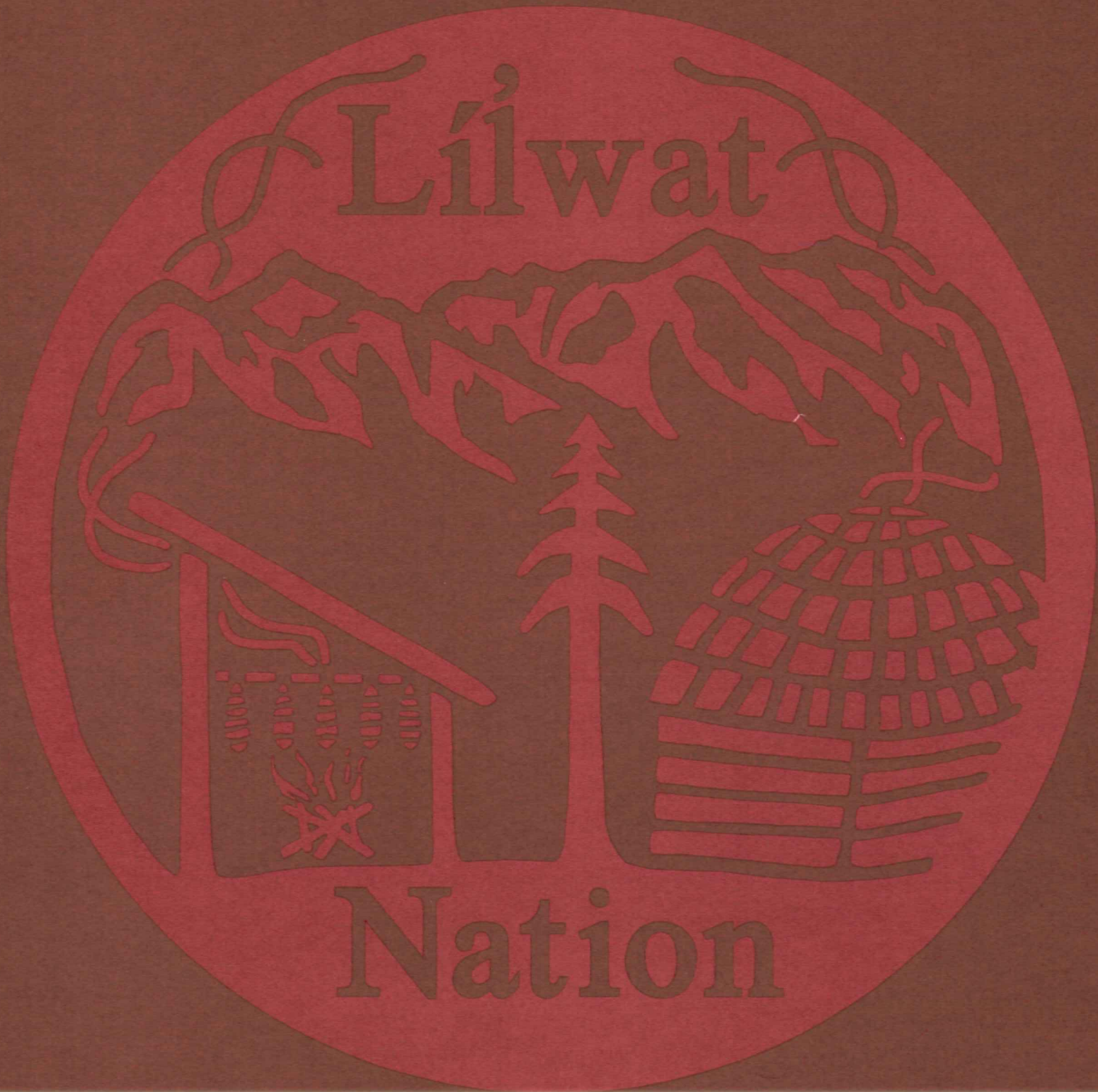
While implementation work is currently underway on the SLRD Electoral Area B, District of Lillooet & St'at'imc Agricultural Plan and the Pemberton Valley Agricultural Plan, the WCSI's project could build on the current momentum within the communities and local governments and provide important support and coordination to ensure momentum and implementation continues.

We hope the Vancouver Foundation will support this project, which will help to strengthen regional food connections and implementation in our Corridor. We commit our support to the project and will aim to participate on the Regional Food Task Force and assist with action implementation where possible.

Sincerely,

Ernest Armann
Chief Operating Officer
Lil'wat Nation

Village of Pemberton
Regular Council Meeting No. 1488
Tuesday, March 5, 2019



October 10, 2018

Vancouver Foundation
Suite 200, 475 West Georgia Street
Vancouver, BC V6B 4M9



To Whom It May Concern:

RE: Squamish Lillooet Regional Food Sustainability Project

The Squamish Climate Action Network (Squamish CAN) supports the Whistler Centre for Sustainability Institute's grant application to the Vancouver Foundation for the Regional Food Sustainability Project.

Squamish CAN is a member of the Regional Food Task Force that was created last year and have agreed to supporting implementation of one of the actions that was identified as a priority for the region. The collaborative and multi-stakeholder approach of this project will help to strengthen regional connections and create and update the actions needed to further implement existing plans and policies in the Sea to Sky Corridor.

In Squamish, we have adopted the Squamish Food Charter and are working to integrate food policies into the District's OCP update. We also have a Food Policy Council, led by Squamish CAN and actively supported by the District.

We will be moving these efforts forward in Squamish, but value the opportunity presented by this project to engage with the entire region given the regional imperative of a more sustainable food system. The Centre's proposed project will help to connect us to the regional food context – our neighbouring communities and partner organizations with which we can collaborate to tackle region-wide initiatives that will advance a more sustainable food system.

Along with the District of Squamish, we would like to help establish the Sea to Sky Corridor as a leader in progressive food policies and innovations. We expect that what we create and learn here can then be shared with other regions in BC.

We encourage the Vancouver Foundation to support this project, and we plan to continue to participate in the project along with our regional partners.

Sincerely,

A handwritten signature in black ink that reads "Krystle tenBrink".

Krystle tenBrink
Director, Squamish CAN
Food Projects Manager, Squamish Food Policy Council

Date: March 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Senior Planner
Subject: Cannabis Retail Licence Request – Puff N Stuff Dreams

PURPOSE

The purpose of this report is to seek Council's support for a cannabis retail store licence for a location proposed on Aster Street.

BACKGROUND

Mark Mendonca and Todd Mumford of Puff N Stuff Dreams have applied to the provincial Liquor and Cannabis Regulation Branch (LCRB) to operate a cannabis retail establishment located at #3-1366 Aster Street (commonly referred to as the Court House Building). A copy of the Notice of Application, including a site plan, received from the LCRB on October 4th, 2018 is attached as **Appendix A**. Some personal information has been redacted, pursuant to the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

The Village adopted a *Non-Medical (Recreational) Cannabis Retail Policy (Cannabis Policy)* on October 2nd, 2018 that directs the Village to gather the views of nearby residents, businesses and property owners within 100 meters of the proposed location through written notification and the community in general through two (2) consecutive ads in the local newspaper. The Policy is attached as **Appendix B**.

On November 27, 2018, Council supported a similar application, from the Bison Group, for a Cannabis Retail Establishment within the Pemberton Hotel. The Village of Pemberton has not been notified by the LCRB whether the Bison Group's application has passed the LCRB's 'fit and proper' assessment.

Written notification of the proposed Puff N Stuff Dreams Cannabis Retail location was mailed out to all residents, businesses and property owners located within 100 meters of the Aster Street location on February 15th 2018. As the Village does not have access to mailing addresses of tenants the notification was also hand delivered to businesses located in the Pemberton Mall and Court House Building (1366 Aster) and to residential properties on Prospect Street. An advertisement was placed in two (2) consecutive issues the Pique Newsmagazine (February 21st and 28th, 2019). A copy of the notification is attached as **Appendix C**.

At the time of preparing this report, the Village received emailed correspondence of support from fourteen (14) individuals for this proposed location; and zero (0) indications of opposition. A compilation of responses is attached as **Appendix D**.

DISCUSSION & COMMENTS

The cannabis regulation laws of B.C. require municipal government support for Cannabis Licenses otherwise the application process is halted. According to the province, if the local government is to consider the notice of application and provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area, if the location of the proposed store may affect nearby residents.

The following is discussion on the merits of the referral:

- a) The location of the establishment is at #3 -1366 Aster Street.

The subject property is zoned Town Centre Commercial 1 (C-1) and as per Zoning Bylaw No.832, 2018, as amended, "Cannabis, Retail" is a permitted use in the C-1 Zone, up to a maximum of two (2) stores operating at any one time, provided they meet the Village's stated distancing requirements.

- b) The proximity of the establishment to public and youth oriented locations.

There are public parks in the vicinity (Pioneer Park, Fougberg Park and the Community Barn) and public buildings such as the Dyking District Offices, the Village of Pemberton Offices, the Squamish-Lillooet Regional District Offices and RCMP. Outside of the Community Barn, these other locations are not typically frequented by children and youth. The proposed location is more than 150 meters away from Schools, the Community Centre, Library, Youth Centre, Skateboard Park and BMX track.

- c) The hours of operation of the establishment.

The Village's Cannabis Policy only allows cannabis retail establishments to operate between the hours of 9 am and 9 pm. The applicants have stated their intentions to operate within these parameters.

- d) The impact of the use on the community in the immediate vicinity of the establishment.

The proposed location for Puff N Stuff Dreams is proximate to several residential uses of commercially zoned properties; however, the Village did not receive any letters of opposition from nearby residents.

- e) The impact on the community if the application is approved.

Given the fact that the Village did not receive any negative comments after advertising the application and sending notification that the application is being considered, there is no perceived negative impact on the community.

Staff recommends that the application be supported.

COMMUNICATIONS

As per the requirements set out in the *Non-Medical (Recreational) Cannabis Retail Policy*, the Village provided notice through an ad in the Pique Newsmagazine to let the public know that the date of consideration had changed from February 19th to March 5th. These ads appeared in the February 21st and 28th editions of the Pique. Direct mail-out to residents, property owners and businesses within 100 meters of the proposed Aster Street location occurred on February 15th.

The Village did not receive any negative comments on the application.

LEGAL CONSIDERATIONS

Liquor Licences are issued by the provincial Liquor & Cannabis Regulation Branch. This item does not require legal review or consideration.

IMPACT ON BUDGET & STAFFING

Review of the Cannabis Retail referral from the LCRB was facilitated in-house.

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

OPTIONS FOR CONSIDERATION

Option One: That Council supports the issuance of the Cannabis Licence as presented.

Option Two: That Council does not support the issuance of the Cannabis Licence in this location.

Option Three: That Council provides an alternative option.

POTENTIAL GOVERNANCE CONSIDERATIONS

This is consistent with Strategic Theme: Economic Vitality through supporting a competitive and diversified economy.

RECOMMENDATIONS

THAT Council recommends support for the issuance of a Cannabis Retail Licence for Puff N Stuff Dreams, located at #3 - 1366 Street, Pemberton B.C., for the following reasons:

- The subject property is compliant with the current Village Zoning Bylaw and the Village’s *Non-Medical (Recreational) Cannabis Retail Policy*;
- The views of nearby residents were sought by sending notification to all addresses within 100 m of the proposed location and advertising the change in the Pique Newsmagazine, and only supportive views were presented;
- The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village’s Town Centre.

Attachments:

- Appendix A:** Notice of Application from LCRB
- Appendix B:** *Non-Medical (Recreational) Cannabis Retail Policy*, adopted October 2, 2018
- Appendix C:** Public Notification
- Appendix D:** Compilation of Responses Received

Prepared by:	Lisa Pedrini, Senior Planner
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Job #001533

January 7, 2019

Lisa Pedrini
Senior Planner
Pemberton BC

Via Email: lpedrini@pemberton.ca

Dear Lisa Pedrini:

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Mark Mendonca, [REDACTED], Todd Mumford
Proposed Establishment Name: Puff N Stuff Dreams
Proposed Establishment Location: 3 – 1366 Aster St. Pemberton BC V0N 3L0

The Applicant, **Mark Mendonca, [REDACTED], Todd Mumford**, has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am – 9:00pm seven days a week. The applicant contact is Mark Mendonca and his phone number is [REDACTED] or by email at [REDACTED].

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the Village of Pemberton to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

OR

[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and

Liquor and Cannabis
Regulation Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tye Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
www.gov.bc.ca/cannabisregulationandlicensing Village of Pemberton
Regular Council Meeting No. 1488
Tuesday, March 5, 2019
54 of 95

security screenings of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-698-9037 or by email at Fiona.Goudy@gov.bc.ca.

Sincerely,

Fiona Goudy
Senior Licensing Analyst

Attachment

copy: Mark Mendonca, [REDACTED], Todd Mumford

10
9
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4
3
2
1

ASTER ST

Concrete
Street
Parking

MLA
Jordan
Sturdy

Revolution
Fitness

WAG N WASH

ENTRANCE
POOL

Puff N Stuff Dreams

Liquor Compliance
AND ENFORCEMENT
REGIONAL OFFICE
MIN OF CHILDREN SERV

MOTI
SNOW AVALANCHE

RETAINING WALL SEE DETAIL 3 BELOW
TYP FOR BOTH RETAINING WALLS & BACK.

BLOCKING REQUIRED, TYP.

REAR
PARKING

500
0015233

FOUNDATION PLAN

Non-Medical (Recreational) Cannabis Retail Policy

Department:	Development Services	Policy No.:	DEV-011
Sub-department:	Planning	Created By:	Lisa Pedrini
Approved By:	Council	Amended By:	
Approved Date:	2 October 2108	Amendment:	
Meeting No.:	1477	Meeting No.:	

POLICY PURPOSE

The *Non-Medical (Recreational) Cannabis Policy* identifies the requirements for the sales of non-medical (recreational) cannabis in the Village of Pemberton. In particular, the protocol includes the jurisdiction, definitions, policy related to land use and zoning and includes Village requirements related to the business licence application requirements and approval procedures.

JURISDICTION

The jurisdiction and roles of the regulatory authorities and the proponent in the review and approval of recreational cannabis retail businesses are generally described as follows:

- **Government of Canada** - In accordance with BILL C-45 *Cannabis Act*, the federal government has created a plan for regulating Cannabis and sets standards for health and safety, actions that are illegal or criminal and aspects of regulation that are the responsibility of the provinces.
- **Province of British Columbia** – In accordance with the *Cannabis Control and Licencing Act (CCLA)*, the provincial government has established a legislative framework and full regulatory framework on how products will be sold to consumers. The Act describes general rules relating to cannabis; licensing; special rules (i.e., possession limits, personal cultivation, consumption in public, minors), enforcement and training. Certain additional regulatory powers are enabled for local governments and regional districts.
- **Village of Pemberton** –The Province has established that local governments may further restrict certain elements of non-medical (recreational) cannabis retail sales. Criteria that local governments will be able to address include, but are not limited to, the following:
 - Zoning and Land Use (including distance requirements from public uses and other cannabis-related operations);
 - Operational Requirements (business hours of operation and security features) ;
 - Storefront and Signage limitations, including the display of products;
 - Business Licence Regulations; and
 - Public Consumption.
- **Applicants** - Applicants for a private non-medical cannabis retail store licence must make application through the provincial Liquor and Cannabis Regulation Branch.

OBJECTIVES

- To permit the legal and controlled sale of non-medical (recreational) cannabis within the Village of Pemberton.
- To encourage locations that integrate with the surrounding land uses.
- To establish the Village's intent to only permit cannabis retail use in the Town Centre Commercial (C-1) Zone.
- To establish the Village's intent to restrict the maximum number of cannabis retail businesses to two (2).
- To establish distance requirements from public spaces to minimize impacts and influences on minors and other vulnerable populations.
- To indicate the process by which the Village will make decisions with respect to potential application referrals from the Province and how the views of nearby residents will be gathered.

DEFINITIONS

Applicant means a company or organization proposing to operate a non-medical (recreational cannabis) retail business in the Village of Pemberton.

Non-Medical Cannabis means a cannabis plant used for recreational purposes. Cannabis has the same meaning as in the *Cannabis Act* (Canada), subject to any prescribed modifications.

Distance Requirement means the minimum distance measured horizontally from the subject property of the proposed non-medical cannabis retail business for notification.

Vulnerable Populations means children and youth under the age of nineteen (19), people with mental health problems, pregnant women, and other socio-economically disadvantaged populations.

POLICY

1. Licencing Referrals and Notification

- The provincial *Liquor and Cannabis Regulation Branch* (LCRB) will be responsible for licencing non-medical (recreational) retail businesses. A cannabis retail licencing regime similar to the current licencing regime for liquor has been established whereby licence applications must be initiated with the LCRB, before being referred to the Village of Pemberton. Refer to **Appendix A – Cannabis Retail Application Process**.
- When an application is received, the LCRB will notify the local government where the proposed store will be located. Upon receiving notice, the Village of Pemberton can:
 - Choose not to make a recommendation (which ends the licence application as the LCRB is not able to issue a licence unless the local government gives a positive recommendation); or

- Choose to make comments and recommendations on an application, based on the views of nearby residents.
- Council will make their recommendation based in part on the views of nearby residents. Views of nearby residents will be gathered by mailing or otherwise delivering a written notification to properties within 100 metres of the proposed non-medical (recreational) cannabis retail business location and by placing notices in the local newspaper following the regulations set out in section 94 of the *Community Charter*. The notice will invite property residents/property owners to send in comments and/or attend a meeting where a decision to recommend the application be supported will be considered. This notification will be done for each and every application referred to the Village by the LCRB.
- If the views' of nearby residents is supportive, the Village may send a positive recommendation to the LCRB, and the application will continue to be processed by the Province.
- If the views' are not supportive, the Village may not send a positive recommendation to the LCRB and the application will be halted.

2. Application Referral Review Fee

- The Village of Pemberton will charge a review fee of not less than \$500.00 payable by the Applicant per referral.

3. Land Use and Zoning

- The Village of Pemberton Zoning Bylaw No. 832, 2018 prohibits medical cannabis dispensaries in all zones.
- In order for non-medical (recreational) cannabis retail sales to be permitted in the Village of Pemberton, the Village will initiate a Zoning Amendment to permit non-medical (recreational) cannabis retail in the Town Centre Commercial (C-1) Zone, under certain Conditions of Use.
- A maximum of two (2) non-medical (recreational) cannabis retail businesses will be permitted to operate in the Town Centre Commercial (C-1) Zone at one time.

4. Conditions of Use - Distancing Requirements

- Locations for non-medical (recreational) cannabis retail businesses must be at least one hundred and fifty (150) meters away from the following public uses:
 - Community Centres and Youth Centres
 - Libraries
 - Licenced Daycares
 - Playgrounds and Playing Fields
 - Schools

- Skate Parks/Bike Parks and any other locations frequented by minors not including the Downtown Barn, Pioneer Park, Fougberg Park or the Pemberton & District Museum.
- A map showing the distancing requirements (buffers) is attached as **Appendix B**.

5. Conditions of Use - Operational Requirements

- A non-medical (recreational) cannabis retail business may operate between the hours of 9:00am and 9:00pm.
- A non-medical (recreational) cannabis retail business must install the following security/safety measures:
 - Video surveillance cameras that monitor all entrances and exits and the interior of the business premises. Video camera data collected shall be retained for at least twenty-one (21) days.
 - Certified Security and Fire Alarm systems that are operational and monitored at all times.
 - Air filtration and odour suppression systems that are operational at all times.
 - A minimum of two (2) employees onsite at all times.
 - Any other security measures deemed appropriate by referral agencies such as the RCMP, Village Fire Chief, Chief Building Official or their designate.

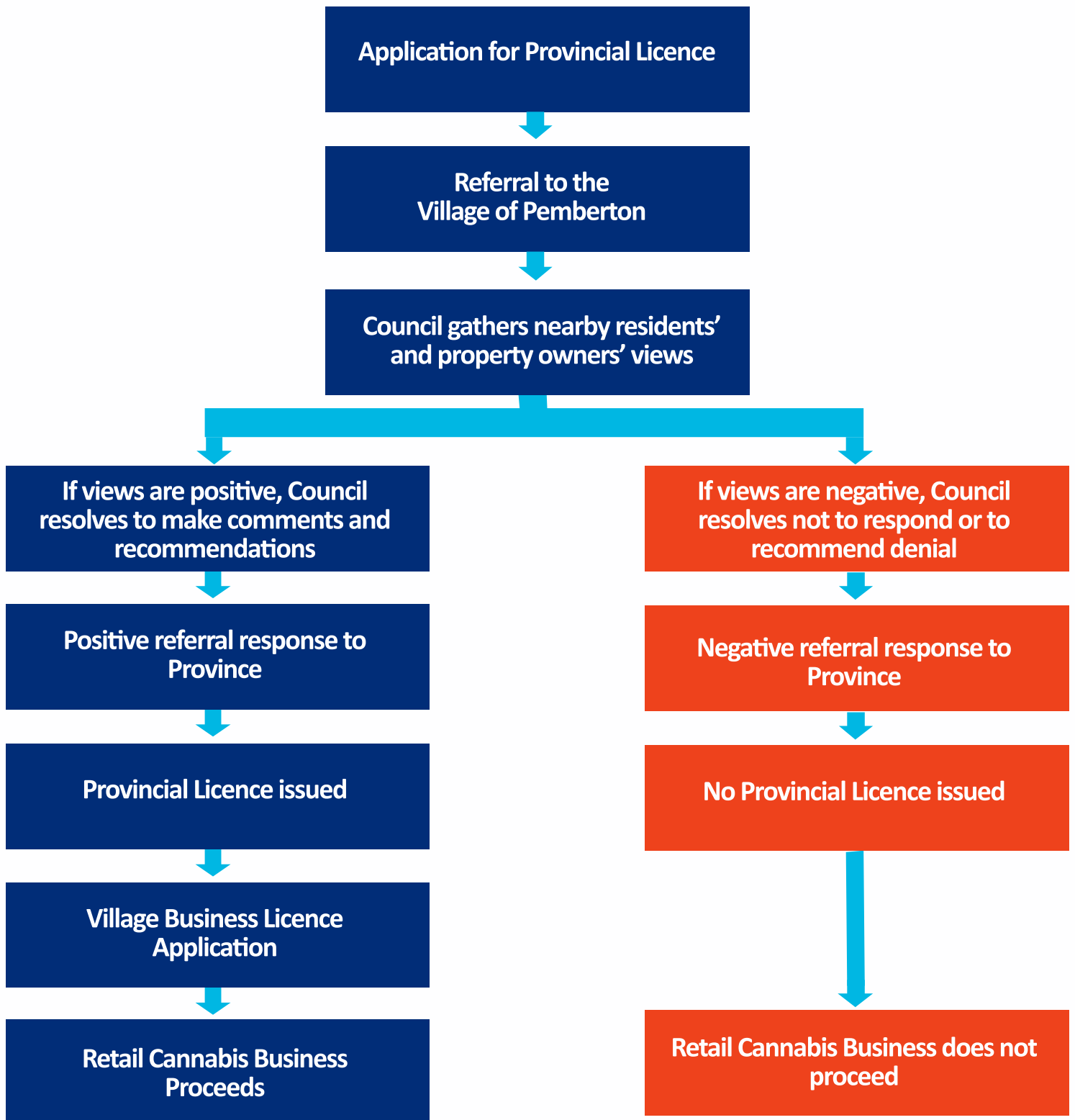
6. Business Licence Fee and Requirements

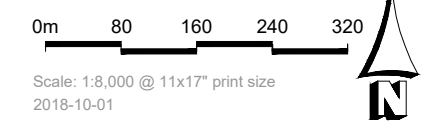
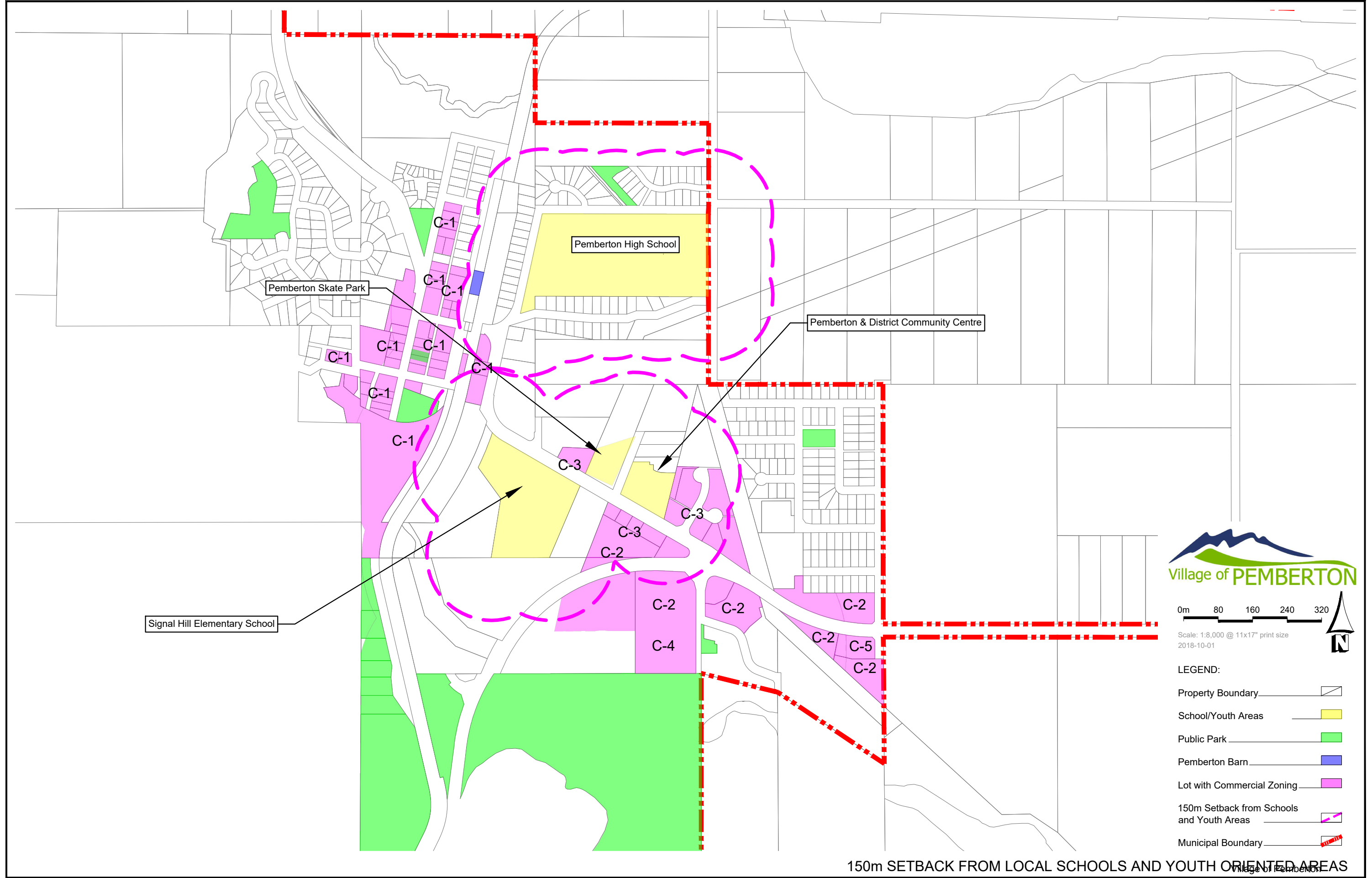
- A non-medical (recreational) cannabis retail business must obtain a Village of Pemberton Business Licence before operating their business.
- The annual fee for a Business Licence for a non-medical (recreational) cannabis retail business shall be established at a rate not less than \$1,500. Business Licences are renewed on January 1 of each calendar year and expire on December 31 of the same year.
- Business Licence requirements for non-medical (recreational) cannabis retail businesses shall be determined by the Village of Pemberton Business Licence Bylaw, as amended or replaced from time to time.
- Applicants must provide, at a minimum, the following documents upon submission of their business licence application:
 - Proof of Provincial Licence Issuance from the LCRB;
 - Proof of Completion of the LCRB Employee Training Program;
 - Security Plan;
 - Permission from the owner of the building, if the space is rented or leased.

7. Signage

- Signage Requirements for non-medical (recreational) cannabis retail businesses shall be as determined by the Village of Pemberton Sign Bylaw, as amended or replaced from time to time.

Non-Medical (Recreational) Cannabis Retail Licence Application Process





LEGEND:

Property Boundary	
School/Youth Areas	
Public Park	
Pemberton Barn	
Lot with Commercial Zoning	
150m Setback from Schools and Youth Areas	
Municipal Boundary	

150m SETBACK FROM LOCAL SCHOOLS AND YOUTH ORIENTED AREAS



Village of Pemberton

Council Consideration of an Application for a Non-Medical Cannabis Retail Store

Notice is hereby given in accordance with the *Village of Pemberton Non-Medical (Recreational) Cannabis Retail Policy* that Council will consider an application for a Non-Medical Cannabis Retail Store in the C-1 Zone at the Regular Council Meeting scheduled for **Tuesday, March 5th commencing at 5:30pm in Council Chambers, 7400 Prospect Street, Pemberton, BC.**

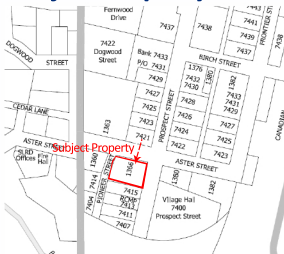
Meeting to Consider Application

NEW DATE

Tuesday, March 5th, 2019
5:30pm
Council Chambers
7400 Prospect Street
Pemberton BC

Public Welcome

Subject Property



What is the proposed location and operating hours?

The Applicants, Mark Mendonca and Todd Mumford, have applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located in Unit 3-1366 Aster Street, Pemberton, BC. The proposed hours will be 9am to 9pm, seven days a week.

How can I provide feedback ?

You may provide comment in-person at the meeting in which the application is being considered, or you may provide a written submission to the attention of Lisa Pedrini, Sr. Planner, Box 100, 7400 Prospect Street, Pemberton, BC V0N 2L0 or via email lpedrini@pemberton.ca **prior to noon on Monday, March 4, 2019.**

How do I get more info?

A copy of relevant background documents and the application under consideration may be inspected at the Village of Pemberton Office, 7400 Prospect Street from Tuesday, February 19th to Monday, March 4th during regular office hours (8:30am – 4:30pm), Monday through Friday (statutory holidays excluded) and also online at www.pemberton.ca. For more information contact Lisa Pedrini, Senior Planner at 604-894-6135 (ext. 234) or lpedrini@pemberton.ca.

Village of Pemberton

Regular Council Meeting No. 1488

Tuesday, March 5, 2019



VillageofPemberton

www.pemberton.ca

PROPOSED CANNABIS RETAIL LOCATION IN COURTHOUSE BUILDING (#3 -1366 Aster St.)

SUMMARY OF FEEDBACK RECEIVED BETWEEN FEB 14 – MAR 1, 2019

Name (if permission granted to make public)	Support	Opposed
Wayne Binmore Frontier St., VoP	*	
Sharon Bishop Frontier St., VoP	*	
Peter Skeels Laurel St., VoP	*	
Jeff Leigh Vine Rd., VoP	*	
Tristan Curtis Arbutus St., VoP	*	
Sarah Curtis Arbutus St., VoP	*	
Bison Group (Pemberton Hotel) Frontier St., VoP	*	
Cindy Filipenko Olive St., VoP	*	
Nick Phelan Laurel St., VoP	*	
Krista Simpson Laurel St., VoP	*	
████████████████████ Address unknown	*	
████████████████████ Address unknown	*	
████████████████████ Address unknown	*	
Carey Gonzales Lakeshore Dr., D'Arcy	*	
Total Received = 14	14 (100%)	0 (0%)

-----Original Message-----

From: [REDACTED]

Sent: Saturday, February 2, 2019 9:41 AM

To: Lisa Pedrini

Subject: Cannabis Shop

We wholeheartedly support the opening of a cannabis outlet within the village of Pemberton. We are pleased with the location on Aster Street. Let's get 'er open and start earning tax dollars for this community!

Wayne Binmore

Sharon Bishop

Homeowners

[REDACTED]

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: February 8, 2019 at 5:56:12 PM PST
To: Lisa Pedrini <lpedrini@pemberton.ca>
Subject: Rec Cannabis Retail

Dear Ms. Pedrini,

I recently saw the proposed location for a Retail Cannabis shop. This location, Aster St, I find to be a far more acceptable location than the first passed location by the Pemberton Hotel.

I am all for this location.

It is farther from the school, away from the main downtown and will draw traffic through the whole village to an area that could use more attention from visitors and locals alike.

Sincerely,

Peter Skeels

[REDACTED] Pemberton

[REDACTED]

-----Original Message-----

From: Jeff Leigh [REDACTED]
Sent: Saturday, February 9, 2019 12:56 PM
To: Lisa Pedrini
Subject: Cannabis retail support

Good afternoon. I would like to support the application put forth by the proponents to open a Cannabis store on Aster Street at their preferred location. As a non medical user who uses for recreation and some medical issues I would not have to go far for the product.

I would not have to rely on the black market or ordering online. As these option are not ideal. I would also like to support more local businesses in the town I call home.

I have been a resident of Pemberton since 2009 and would see this as a revenue generator for the town as well.

We have a local LP who employs locals and I would like to support locals as much as possible.

I hope to see a positive review is sent to the province for this application. Thank you.

Jeff Leigh

Village of Pemberton

-----Original Message-----

From: Tristan Curtis [REDACTED]
Sent: Wednesday, February 13, 2019 1:04 AM
To: Lisa Pedrini
Subject: Cannabis Store

Hello,
I approve of a cannabis store in Pemberton, BC!

Thanks Tristan Curtis

My address is [REDACTED] Pemberton, BC.
Thanks!

[REDACTED]

-----Original Message-----

From: Sarah Curtis [REDACTED]

Sent: Thursday, February 14, 2019 4:13 PM

To: Lisa Pedrini

Subject: Cannabis Store

Hi Lisa,

I just wanted to send you an email to confirm my support of a cannabis retail store at the proposed location on Aster St.

My civic address is

[REDACTED] Pemberton, BC V0N 2L1 Feel free to share my name in council for whatever you need.

Thanks!

[REDACTED] Sarah Curtis

From: Liquor Store [mailto:pembertonliquorstore@gmail.com]
Sent: Wednesday, February 20, 2019 5:26 PM
To: Lisa Pedrini
Subject: positive support

Dear Lise, we are writing this letter to support the application of Mark Mendonca for opening the second non medical cannabis shop in the village of Pemberton. We guess it will give more options for potential consumers and hope that licenced store will benefit our community.

Sincerely,

Olga

Manager

Pemberton Beer & Wine Store

L/N194167

7423 Frontier Street

Pemberton, BC

Canada

V0N 2L0

Tel: +1 (604)-894-6313

From: Cindy Filipenko [REDACTED]
Sent: Thursday, February 21, 2019 6:33 PM
To: Lisa Pedrini
Subject: Support for cannabis store on Astor

Dear Lisa Pedrini,

I am writing to express my support for Puff N Stuff Dreams' application to operate a cannabis store on Astor Street.

I support this application for the following reasons:

1. The location is out of the downtown core.
2. The store will create more jobs in our town.
3. Company principal, Mark Mendonca, who I have known in a professional and personal capacity for 10 years, has been a driving force in Pemberton's business community and has a track record of operating creative and successful businesses.
4. Puff N Stuff is a local company that will be committed to hiring local talent.
5. The store would be a valuable addition to our tourism offerings. For many non-Canadians smoking a little legal weed on vacation will be an expectation. I want to see those tourism dollars here, instead of people travelling south to Squamish.

I am excited by the opportunities that Puff N Stuff Dreams application represents; I hope it supported by area residents, Village of Pemberton administration, and our elected representatives. I am sure it will be an asset to our community.

Thank you,

Cindy Filipenko

[REDACTED]

From: [REDACTED]
Sent: Monday, February 25, 2019 3:15 PM
To: Lisa Pedrini
Subject: Dispensary in Pemberton

Hello Lisa,

I certainly approve of a Cannabis retail store at the proposed location on Aster St.

Regards,

[REDACTED]

Get [Outlook for Android](#)

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: Monday, February 25, 2019 4:51 PM

To: Lisa Pedrini

Subject: Cannabis

[REDACTED]

I certainly approve of a Cannabis retail store at the proposed location on Aster St.

Regards

[REDACTED]
[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: Tuesday, February 26, 2019 8:37 AM
To: Lisa Pedrini
Subject: Cannabis Retail Store

I, personally, certainly approve of a Cannabis retail store on the proposed location of Aster St.

Cheers,

[REDACTED]

From: Nick Phelan [REDACTED]
Sent: Monday, February 25, 2019 5:34 PM
To: Lisa Pedrini
Subject: Dispensary

I certainly approve of a Cannabis Retail store at the proposed location on Aster St.

Regards,

Nick Phelan

From: Krista Simpson [REDACTED]
Sent: Monday, February 25, 2019 4:30 PM
To: Lisa Pedrini
Subject: Cannabis Retail Store Pemberton

I certainly approve of a Cannabis retail store at the proposed location on Aster St.

Regards

Thanks Krista Simpson

From: carey gonzles [REDACTED]
Sent: Thursday, February 28, 2019 8:25 PM
To: Lisa Pedrini
Subject: Cannabis shop

I approve of a cannabis store on aster street.

Carey Patrick

February 22, 2019

Dear Colleague,

Vancouver Coastal Health and the Squamish-Lillooet Regional District invite you to the 2nd annual Sea to Sky Healthy Communities Congress:

Sea to Sky Healthy Communities Congress
Thursday May 16, 2019
Meeting 1:00-4:00 with a complementary lunch from 12:00-1:00
Location: Furry Creek Golf and Country Club
150 Country Club Rd, Furry Creek

The purpose of the Congress is to bring together Sea to Sky decision makers from each of the jurisdictions (Mayors, Chiefs, Councillors, School Trustees, the Regional District and Vancouver Coastal Health) to discuss the determinants of health, social well-being, vitality and sustainability of our communities. These issues are not specific to any one jurisdiction and so their solution demands broad understanding and collaborative action.

We hope to have as many members from your councils and boards as can make it along with the senior administrator or other key staff from your organization.

This year we are really fortunate to have **Kimberly Schonert-Reichl**, the Director for the Human Early Learning Partnership at UBC as our key note speaker. She will be speaking on **childhood resiliency and the implications of the data from the Early Years Development Index (EDI) and Middle Years Development Index (MDI) for the Sea to Sky Corridor**. We will also have an opportunity to hear how that work has also influenced the United Way's Avenues of Change project in Squamish looking at a 5 year place-based initiative to improve early childhood vulnerabilities in that community.

Please put this in your calendar now and confirm your attendance to Roya Dolling at Roya.dolling@vch.ca or by phone at 604-983-6701. Please provide information on any dietary restrictions.

Sincerely,



Dr. Geoff McKee
Medical Health Officer, Coastal Rural
Vancouver Coastal Health



Tony Rainbow
Board Chair, Area D Director
Squamish-Lillooet Regional District

From: dawn hunter [REDACTED]
Subject: Tomorrow's meeting
Date: February 18, 2019 at 7:25:00 PM PST
To: mrichman@pemberton.ca
Cc: <ngilmore@pemberton.ca>

It has been brought to my attention there is a council meeting tomorrow with our local RCMP detachment Regarding community police forcing.

I would like to express my opinion, and I know I speak for more than just myself. I feel we have either a lack of enforcement, or lack of education in this community for school bus Safety.

My youngest daughter had a very close encounter last week with a vehicle that failed to stop for the bus, as she crossed highway 99. This is not the first incident, and sadly will not be the last.

I know families that refuse to send their children on the bus because of lack of confidence in our bus service. This should not be the case.

I see a large RCMP presence at the elementary school every morning watching vehicles drive 30 km hr. I also see a large RCMP presence with road side counter attacks. I am yet to witness an RCMP follow a school bus.

I have witnessed multiple times vehicles failing to stop, and even passing the bus when it is stopped to pick up my kids. I'm tired of feeling a lack of trust for a service that is essential to our community. If a child gets hit by a car in this small community it will be devastating. And we all hope it's not our child.

So my question is how can we make this situation better? How can we get dash cams? How can we get the RCMP to be present and fine drivers who do not abide by the rules? I have called the RCMP before. I've talked to the police chief. And to be honest I felt like my voice was heard in the moment. However it did not change the situation, or did I feel like safety initiatives were increased.

If you could address this at tomorrow's meeting I know myself and many other parents that don't live inside the village would appreciate some feedback.

Thank you

Dawn Hunter.

Sent from my iPhone



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Councillor Jason Lum, Lower Mainland LGA Past President

DATE: February 26, 2018

RE: 2019 CALL FOR NOMINATIONS

Please include the following information on your next meeting agenda.

This circular is notice of the Lower Mainland LGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, March 22, 2019**. The Lower Mainland LGA Conference and AGM will be held on May 8-10, 2019 in Harrison Hot Springs.

The Lower Mainland LGA is the collective voice for local government on the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the Lower Mainland LGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Directors at Large (3 positions)

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an Lower Mainland LGA member. The candidate must be nominated by two elected officials of an Lower Mainland LGA local government member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2019 Nominating Committee is Councillor Jason Lum, Lower Mainland LGA Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the Lower Mainland LGA Convention Newsletter, which is distributed on-site at the conference. It is not the responsibility of the Lower Mainland LGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, Lower Mainland LGA reserves the right not to include them in the newsletter.

To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:

sstory@lmlga.ca

**With subject line: LMLGA Nomination Package – “applicant name”
Deadline: March 22, 2019**

4. FINAL COMMENTS

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

The attached consent form is available online at lmlga.ca. All other inquiries should be directed to:

Shannon Story, Executive Director of the Lower Mainland LGA
at sstory@lmlga.ca

PO Box 488
Pemberton, BC V0N 2L0

NOMINATIONS FOR THE 2019 LOWER MAINLAND LGA EXECUTIVE

We are qualified under the Lower Mainland LGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

Lower Mainland LGA Executive office nominated for: _____

Printed Name
of nominator: _____

Printed Name
of nominator: _____

Position: _____

Position: _____

Local Gov't: _____

Local Gov't: _____

Signature: _____

Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the Lower Mainland LGA Constitution². I also agree to provide the following information to the Executive Director by March 22, 2019:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: sstory@lmlga.ca
c/o LMLGA, PO Box 488, Pemberton, BC V0N 2L0**



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Mayor Jack Crompton, Lower Mainland LGA President

DATE: February 26, 2019 (4 pages total)

RE: 2019 CALL FOR RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

This circular is a notice of the Lower Mainland LGA Call for Resolutions.

The Lower Mainland LGA Convention and AGM will be held on May 8-10, 2019 in Harrison Hot Springs and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 15, 2019**.

We encourage Lower Mainland LGA members to submit their resolutions to the Lower Mainland LGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. Lower Mainland LGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the Lower Mainland LGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 15, 2019**.

SUBMISSION REQUIREMENTS

Resolutions submitted to the Lower Mainland LGA for consideration shall be submitted as follows:

- one copy of the resolution via email to the Lower Mainland LGA Executive Director Shannon Story at sstory@lmlga.ca with subject header "Resolution-title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and the title of each resolution;
- each resolution should not contain more than two "whereas" clauses; and
- background documentation must accompany each resolution submitted, when available, and should be labeled "Background-Name of Resolution".

You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Shannon Story at 604-698-5753

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

1. Resolutions submitted following the expiry of the regular deadline (March 15) shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by Lower Mainland LGA no later than 12 noon on Monday, May 6, 2019.
2. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
3. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
4. In the event that a late resolution is recommended to be admitted for discussion the Lower Mainland LGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

**Lower Mainland LGA
Attention: Shannon Story
PO Box 488
Pemberton, BC, V0N 2L0**

**Phone: (604) 698-5753
Email: sstory@lmlga.ca**

THE RESOLUTIONS PROCESS

1. Members submit their resolutions to Lower Mainland LGA for debate.
2. The Lower Mainland LGA submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?

- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by the Lower Mainland LGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

6. Focus on issues that are relevant to all Lower Mainland members.

The issue identified in the resolution should be relevant to other local governments in the Lower Mainland LGA. This will support proper debate on the issue and assist Lower Mainland LGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the “Resolutions and Policy” tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

8. Ensure that your own local government’s process for consideration, endorsement, and conveyance of resolutions to Lower Mainland LGA/UBCM is followed.

MODEL RESOLUTION

SHORT TITLE: _____

Local Government Name _____

WHEREAS _____
_____;

AND WHEREAS _____
_____;

THEREFORE BE IT RESOLVED that _____
_____.

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____
_____.

If you have any questions, please contact Shannon Story by email at sstory@lmlga.ca or by calling (604) 698-5753.



Emergency Management BC

RECEIVED

FEB 25 2019

Village of Pemberton

February 14, 2019

Mayor and Council
Pemberton Fire Dept.
1350 Aster St, Pemberton
BC V0N 2L0

Attn: Mayor and Council

On behalf of the Office of the Fire Commissioner and Emergency Management BC I want to both acknowledge and thank you for the support that your department provided during the 2018 Wildfire season. On the heels of what was an unprecedented fire season in 2017, the Province experienced even more hectares burned in 2018, but with fewer evacuations than the year before. In large part, we can attribute this to the hard work and selflessness of the responders involved.

Once again in 2018, it became necessary for the OFC to deploy personnel, Engines, Tenders and Command units in addition to Structure Protection Units. These requests for additional resources were filled by fire departments that were able to offer their apparatus and personnel to meet the identified needs.

The professionalism of the members from your department made it possible for teams to integrate seamlessly with other responders in extremely challenging circumstances. I trust that your members benefited from the exposure to the varied skills of both career and volunteer fire fighters. As Fire Commissioner, I am proud to see how urban and rural departments shared their knowledge and skills to support British Columbians far from their home departments.

In closing, please accept my sincere thanks on behalf of the Province for your department's contribution during the 2018 wildfire season.

Yours truly,

[Handwritten signature]

Gordon A. Anderson, FIFireE, ECFO
Fire Commissioner

Cc: Mr. Robert Grossman, Fire Chief

February 19, 2019

Dear Mayor and Council,

As owners of [REDACTED] Pemberton, we are writing to you concerning the parking situation at the entrance of Al Staehli park on Dogwood Street, Pemberton. Our house is directly next to the park and we directly look over it. We have learned that Council is considering adding four or five permanent parking stalls in this area and we are writing to indicate our opposition to such plan. The approach to the park was a natural green space accessible to all and it is primarily used by Benchlands neighbors traveling by foot or bike.

This winter we have seen the “unofficial” parking lot in question being full day and night, mostly with cars belonging to companies working on the construction of the new houses in the neighborhood or overnight guests of some neighbors. This has made access to the park by pedestrians (like us) extremely difficult, the enjoyment of the park by the neighborhood kids dangerous (combined with the snow, the parking does not allow any space for the kids to sled safely or to even enter or exit the park safely), and access to the trash bin impossible. We believe that houses being built should be able to accommodate the parking of the contractors working on them and that the houses in the neighborhood should be able to accommodate their overnight guests and no additional parking should be added next to Al Staehli park for such purposes. In our opinion, there is no need for additional neighborhood parking.

Furthermore, we are concerned about cars being parked there overnight. We believe this may bring campers and out of towners to a very quiet neighborhood with all the risks, noise and garbage this may entail for our neighborhood and our neighborhood kids.

Finally, when we purchased our property, we purchased a property overlooking a park, not overlooking an overnight parking lot or camping ground. The addition of a permanent parking lot would obviously, diminish our property value.

We urge you to please reconsider your proposal.

Thank you very much.

Fiorella Delpino and Jack Dayan

[REDACTED]

From: Rosalind Young [REDACTED]
Sent: February 19, 2019 5:02 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Fougberg Park

Mayor Richmond and council,

This small park was dedicated to the Pemberton Pioneers Mr. & Mrs. Fougberg for all their work they did to start our Museum, it was the site where it originated. They were one of the authors of the Pemberton book and they volunteered many hours in our community. It is a disgrace to take that honor back, removing the grass area and turning into a paved PARKing lot. Some of their family still live here I can't speak for them but I would not like it. As a young council and many of you are fairly new to the area. I would like to suggest that you take an interest and learn the history of the community you serve by appointing someone to document, have a liaison with the museum, talk to the pioneers of Pemberton to update where water and sewer lines are. There is an underground stream that runs through the Village and it gets pushed around from spot to spot. The bank property was our old skating pond. That is only an example.

I ask that you reconsider your plan to pave the Fougberg park. I would like to believe in the VOP council again, right now the rating is low.

Pemberton Resident past merchant of Pemberton General Store (Pioneer Market) of sixty-two years,
Rosalind Young

From: Lesley Clark [REDACTED]
Subject: Removal of Fouberg Park to create parking spaces
Date: February 19, 2019 at 8:27:13 PM PST
To: mrichman@pemberton.ca, aantonelli@pemberton.ca, tcraddock@pemberton.ca,
lnoble@pemberton.ca, rzant@pemberton.ca

I was unable to attend this mornings council meeting as it was during working hours. I would like to register my concerns about the VOP plans to pave over Fouberg Park to supply a limited number of parking spaces.

In your announcement last year for the \$5m budget to enhance the downtown core paving and infrastructure: <https://www.pemberton.ca/public/download/documents/51600> there is no mention of paving over Fouberg Park, but there was ample parking included at the far end of the Barn area.

I believe the council is being very remiss in allowing the green space to be paved over, and rather than enhancing the downtown core would be turning it into one big grey humdrum area which will further show how Pemberton is not worthy and just a parking lot for Whistler. Once the green space is gone, it is gone for ever. Councillors should work for the good of the community, many locals and visitors choose to walk around Pemberton, and it is important that there are ample areas for young families and visitors to take a time out and chill before continuing with their business. There are plenty of parking areas already dotted around the village, there is absolutely no need to deprive future generations of Pembertonian's the right to enjoy a little green space in the downtown core.

I trust Mayor & Council will do the right thing and allow the electorate a say in whether or not they wish to lose a park in favour of a few parking spaces (which the VOP will have to maintain and clear in the winter months).

yours sincerely

Lesley Clark

From: Ian Argue [REDACTED]
Subject: Foughburg Park
Date: February 20, 2019 at 9:18:34 AM PST
To: mrichman@pemberton.ca, aantonelli@pemberton.ca, tcraddock@pemberton.ca,
lnoble@pemberton.ca, rzant@pemberton.ca

Pemberton Town Council,

I am writing to express my opposition to the recent council decision to convert Foughburg park into a parking lot. My opposition is based on 3 factors:

1. The change is not in alignment with the master plan that has been circulated. This is a significant change of use and should be vetted through the planning process. I believe that the professionally prepared and approved plan should be adhered to.
2. The change is permanent. This is not a temporary trial that can be easily reversed. Once the park is paved over that green space is lost to the community.
3. The park was created to honour a family that has meaningfully contributed to the village. Turning the park into a parking lot removes their legacy.

I urge council to take this opportunity to reconsider their decision.

Sincerely,

Ian Argue

From: Anne West [REDACTED]
Subject: Downtown enhancement
Date: February 20, 2019 at 7:58:13 AM PST
To: mrichman@pemberton.ca, lnoble@pemberton.ca, tcraddock@pemberton.ca,
aantoneli@pemberton.ca, rzant@pemberton.ca

Hello all,

I'm disappointed that I haven't been more involved in discussions about downtown enhancements. This is my fault. I would like to add my two cents now.

I have walked and parked in Pemberton for over 30 years now. There has been a lot of disjointed development and it's great that a master plan is being used to guide improvements. I've pushed strollers, ridden my bike with and without dogs, bike trailers and kids on bikes. I escorted my mother with a walker. I've parked and carpooled.

To me the priorities are all to do with walkability, smooth & easy access. Park and walk. Park your bike, car, dog.

I don't want to force Rona out of town, but they must use every square inch of their lot but, it is industrial and more than once the alley has been blocked by delivery trucks to them and others.

Reading the August meeting minutes I get a sense of changes to prospect street will result in less parking on prospect... So, why not use the park? Unlike some, I do see people sitting in that park, as much as pioneer outside if events. It would be a shame to lose this shady, quiet spot. Can the paving be those great blocks that let grass grow between? I feel like it won't be used a lot as it will serve mainly Rona and Prospects.

I'd like to see the parking in front of Fish & Rice turned to green space with a drop off only lane. Parking in there is dangerous, congested and saves 20 steps, shade trees, benches for waiting for the bus and pull out lane for bus would make more sense. Buses arrive at a very busy time and this needs to be better accommodated.

My priority would be to do that too accommodate 5 buses per day and get the new parking done between the rail and park.

I realize I can't want to start over but seems like a plan conceived so long ago might not be as relevant.

Anne West

[REDACTED]
Pemberton.,BC

Form Submission Info

First Name: Lee-Ann

Last Name: Barczynski

Street Address: [REDACTED]

PO Box: [REDACTED]

Town/City: Pemberton

Province: BC

Postal Code: V0N2L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Hi Mayor Mike and council members Amica, Ted, Leah and Ryan! I would like to thank all of you for your hard work and amazing vision for Pemberton! I only have one concern about the potential permanent parking spots in front of the park on Dogwood Street. Please may there be a consideration to have no permanent parking spots in front of the park? The park and walking trails around it are amazing and provide a beautiful green space for children to play in and people to walk through. I have concerns permanent parking spots in front of the park may congest the area. Thank you kindly for your time and consideration. all the best, Lee-Ann Barczynski

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*