

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, May 26, 2020 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1515.

“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.”

*** All Council and Staff will be attending the meeting electronically. Instructions for public participation at the meeting can be found here.**

Item of Business	Page No.
1. 9:00 A.M. CALL TO ORDER REGULAR MEETING	
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. RECESS REGULAR COUNCIL MEETING FOR PUBLIC HEARING	
3. ZONING AMENDMENT (SUNSTONE RTA-1 TEXT AMENDMENT) BYLAW NO. 883, 2020	
Link to view Public Hearing agenda package	
4. RECONVENE REGULAR COUNCIL MEETING FOLLOWING PUBLIC HEARING	
5. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	
6. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1514, Tuesday, May 5, 2020	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1514, held Tuesday, May 5, 2020, be adopted as circulated.	
7. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
8. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
9. COMMITTEE MINUTES - FOR INFORMATION	
There are no committee minutes for information.	
10. DELEGATIONS	
There are no delegation presentations.	
11. REPORTS	
a) Development Services	
i. Development Variance Permit No. 124 – 1368 Fernwood Drive	13
Recommendation: THAT Council approves Development Variance Permit No. 124 for 1368 Fernwood Drive.	
AND THAT the Mayor and Chief Administrative Officer be authorized to execute the permit.	

b) Office of the Chief Administrative Officer	
i. Mayor’s Task Force for COVID-19 Response and Recovery (MTF) Terms of Reference	40
Recommendation: THAT Council approve the Terms of Reference for the Mayor’s Task Force for COVID-19 Response and Recovery (MTF).	
AND THAT the Mayor and one member of Council be appointed to the Mayor’s Task Force for COVID-19 Response and Recovery (MTF) as the Council Representative.	
ii. Village of Pemberton Economic Development Strategy and Action Plan: Non-Taxation Revenue and Sector Options	45
Recommendation 1: THAT Council select three (3) sectors of focus for inclusion in the Village of Pemberton Economic Development Strategy and Action Plan.	
Recommendation 2: THAT Council select three (3) to five (5) non-taxation revenue options for analysis for inclusion in the Village of Pemberton	
iii. Pemberton Valley Dyking District – Lillooet Early Warning System – Request for funding – Verbal Report - NEW ITEM	52
Recommendation: THAT Council allocate funds from the Emergency Management budget in the amount of \$4,094 toward repairs and maintenance of the Lillooet River Early Warning System.	
c) Corporate & Legislative Services	
i. Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings Policy	68
Recommendation: THAT Council give consideration to approving the Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings Policy.	
d) Development Services	
i. Draft Pemberton Valley Recreational Trails Master Plan –	86
To view the Appendix A – the Plan please click on the following link:	
https://www.pemberton.ca/public/download/files/117721	
Recommendation: THAT Council consider Staff comments and support the draft Pemberton Valley Recreational Trails Master Plan.	
e) MAYOR’S Report	
f) COUNCILLORS’ Reports	
12. BYLAWS	
a) Bylaw for Third Reading	
i. Village of Pemberton Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020	93

Recommendation: THAT Village of Pemberton Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020 be given Third Reading.

13. CORRESPONDENCE

a) For Action

none

b) For Information

- i. **Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated May 8, 2020, announcing a new COVID-19 Emergency Support Fund for Cultural, Heritage, and Sport Organizations.** 94
- ii. **Leonard Krog, Mayor, City of Nanaimo, dated May 13, 2020, supporting liquor licensing flexibility for businesses during implementation of Phase 2 COVID-19 restart plan.** 96
- iii. **Katrine, Conroy, Minister of Children and Family Development, May 13, 2020, raising awareness for British Columbia's Child and Youth in Care week June 1st-7th.** 99
- iv. **Patrick Weiler, MP, West Vancouver-Sunshine Coast- Sea to Sky Country, dated May 19, 2020, announcing acceptance of applications to the Emergency Community Support Fund for charities and non-profit organizations as of May 19th.** 100
- v. **Patrick Weiler, MP, West Vancouver-Sunshine Coast- Sea to Sky Country, dated May 21, 2020, announcing new funding opportunities for municipalities through the Federation of Canadian Municipalities.** 108

Recommendation: THAT the above correspondence be received for information.

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

110

18. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (b) Personal Information and (k) Negotiations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

19. RISE FROM IN CAMERA

20. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, May 5, 2020 at 5:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1514.

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

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Elysia Harvey, Legislative Assistant
Lena Martin, Manager of Finance & Administration
Lisa Pedrini, Manager of Development Services
Robert Grossman, Fire Chief
Tom Csima, Manager of Operations
Joanna Rees, Planner
Cameron Chalmers, Contract Planning Consultant

PUBLIC: 2

MEDIA: 1

****ALL COUNCIL MEMBERS AND STAFF ATTENDED ELECTRONICALLY***

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC & MEDIA

1. 5:00 P.M. CALL TO ORDER REGULAR MEETING

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. IN CAMERA

Moved/Seconded
THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.
CARRIED

4. MOVE TO IN CAMERA

At 5:00 p.m. Council moved In Camera.

At 5:18 p.m. Council Rose from In Camera and the Regular Meeting was recessed until 5:30 p.m.

5. 5:30 P.M. RISE FROM IN CAMERA AND RECONVENE REGULAR MEETING

6. RISE WITH REPORT FROM IN CAMERA (CLOSED)

Council did not rise with report.

7. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1512, Tuesday, April 21, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1512, held Tuesday, April 21, 2020, be adopted as circulated.

CARRIED

b) Special Council Meeting No. 1513, Tuesday, April 28, 2020

Moved/Seconded

THAT the minutes of Special Council Meeting No. 1513, held Tuesday, April 28, 2020, be adopted as circulated.

CARRIED

8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising from the previous Regular Council Meeting.

9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

There was no business arising from the Committee of the Whole.

10. COMMITTEE MINUTES - FOR INFORMATION

There were no committee minutes for information.

11. DELEGATIONS

There were no delegation presentations.

12. REPORTS

a) Corporate & Legislative Services

i. Regular Council Meeting Outstanding Resolutions Listing - Update

Moved/Seconded

THAT the report be received for information.

CARRIED

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

Moved/Seconded

THAT Council support a contribution from the Community Enhancement Fund, in the amount of \$1,000, to support the Squamish-Lillooet Regional Food Task Force.

CARRIED

b) Development Services

i. Development Services 2020 First Quarter Report

Moved/Seconded

THAT the Development Services 2020 First Quarter Report be received for information.

CARRIED

c) Operations Department

i. Operations Department 2020 First Quarter Report

Moved/Seconded

THAT the Operations Department 2020 First Quarter Report be received for information.

CARRIED

d) Fire Department

i. Fire Department 2020 First Quarter Report

Moved/Seconded

THAT the Fire Department 2020 First Quarter Report be received for information.

CARRIED

e) MAYOR'S Report

Mayor Richman reported on the following meetings:

- Squamish-Lillooet Regional District Board Meeting on April 22nd, agenda items included:
 - Endorsement of the Squamish Valley Agricultural Plan;
 - Approval of a zoning application for Whistler Olympic Park to allow for 20 RV campsites and 26 walk-in tent sites;
 - Recommendations from MIABC to take an omnibus approach when amending bylaws during the pandemic;
 - Coordination of IAP2 Training;
 - Catalina Creek grant application declined;
 - Community Amenity Contribution Policy amendment;
 - Temporary Use Permit approved for Blackcomb Snowmobiles;
 - Business continuity plan.
- At the Pemberton Valley Utilities & Services Committee meeting three applications to the Pemberton & District Initiative Fund were approved for the Farmer's Market Association, Pemberton Animal Wellness Society, and the Pemberton Canoe Association;
- Ministry of Transportation & Infrastructure representatives to discuss and coordinate curb repairs within the Village;
- Upcoming Geo-thermal information session will be held on May 7th;
- CN has announced suspension of all rail service from Squamish to Williams Lake;
- Ongoing meetings are taking place to discuss COVID-19 related matters including community support, funding opportunities, childcare, and healthcare, with the following:
 - Vancouver Coastal Health
 - Doctor's from the Pemberton Medical Clinic
 - Municipal Affairs and Housing Minister Selina Robinson
 - MLA Jordan Sturdy
 - MP Patrick Weiler
 - Chief Nelson
 - Mayors throughout the Sea to Sky Corridor

Mayor Richman advised that plans to re-open the community and re-launch services are in the very preliminary stages with direction required from the Provincial Health Officer as to what these efforts might look like. The main focus will be on messaging, management, and enforcement to preserve all efforts that have been made to slow the spread of COVID-19. Mayor Richman commented that re-opening will pose new challenges when the time comes but is encouraged by the community's response to date.

f) COUNCILLORS' Reports

Councillor Antonelli did not report.

Councillor Craddock did not report.

Councillor Noble did not report.

Councillor Zant did not report.

13. BYLAWS

a) Bylaw for First and Second Readings

i. Village of Pemberton Zoning Amendment Bylaw No 883, 2020, Residential Townhouse Amenity 1, Sunstone (RTA-1) Text Amendment

Moved/Seconded

THAT Village of Pemberton Zoning Amendment Bylaw No. 883, 2020 be given First and Second Readings;

CARRIED

Moved/Seconded

THAT a virtual Public Hearing be convened on Tuesday, May 26, 2020 at 9:00 a.m. immediately prior to the virtual Village of Pemberton Regular Council meeting, with the advertising to specify the means by which individuals affected by the proposed bylaw can make representation to Council during the hearing.

CARRIED

b) Bylaws for First, Second, Third and Fourth Readings

i. Village of Pemberton 2020-2024 Five (5) Year Financial Plan Bylaw No. 879, 2020

Council directed Staff to add a classification column to the graph noted under item 2 a).

Moved/Seconded

WHEREAS Ministerial Order M139, issued May 1, 2020, enables municipalities during the Provincial State of Emergency to adopt a bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton 2020-2024 Five (5) Year Financial Plan Bylaw No. 879, 2020, as amended, be given First, Second, Third and Fourth Readings as amended to include the classifications in the chart noted under 2 a).

CARRIED

ii. Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020

Moved/Seconded

WHEREAS Ministerial Order M139, issued May 1, 2020, enables municipalities during the Provincial State of Emergency to adopt a bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020, be given First, Second, Third and Fourth Readings.

CARRIED

iii. Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020

Council directed Staff to include the 2019 Sewer rates in the Bylaw for comparison.

Moved/Seconded

WHEREAS Ministerial Order M139, issued May 1, 2020, enables municipalities during the Provincial State of Emergency to adopt a bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020, as amended, be given First, Second, Third and Fourth Readings as amended to include the 2019 rates.

CARRIED

iv. Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020

Council directed Staff to include the 2019 water rates in the Bylaw for comparison.

Moved/Seconded

WHEREAS Ministerial Order M139, issued May 1, 2020, enables municipalities during the Provincial State of Emergency to adopt a bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020, as amended, be given First, Second, Third and Fourth Readings as amended to include the 2019 rates.

CARRIED

14. CORRESPONDENCE

a) For Action

- i. **David Blake, Village of Pemberton, dated April 26, 2020, inquiring about safety precautions and potential installation of 5G technology in the Village.**

Moved/Seconded

THAT correspondence be sent to TELUS and SHAW to request if there are current plans to install 5G in Pemberton.

CARRIED

Moved/Seconded

THAT the letter be referred to Staff for response.

CARRIED

- ii. **Niki Vanker, Village of Pemberton, dated April 28, 2020, regarding discharge of Tiyata Covenant.**

Moved/Seconded

THAT the letter be referred to Staff for response.

CARRIED

- iii. **Dennis Schafer, business owner, Stick & Stone Cannabis Co., dated April 30, 2020, seeking Council support for online payment and delivery options to be permitted for Cannabis retailers.**

Moved/Seconded

THAT the correspondence from Dennis Schafer be received for information.

CARRIED

b) For Information

- i. **Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated April 21, 2020, announcing the Emergency Community Support Fund.**
- ii. **Crystal Dunahee, President, Child Find BC, dated April 23, 2020, regarding proclamation of May as National Missing Children's Month and Missing Children's Day on May 25th.**
- iii. **James Baker, Mayor, Lake Country, dated April 15, 2020, expressing concern around interest charged on deferred mortgage payments in a letter to Finance Minister Bill Morneau.**
- iv. **Linda Buchanan, Mayor, City of North Vancouver, dated April 30, 2020, seeking Provincial support to implement a Financial Hardship Program.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

17. NOTICE OF MOTION

18. QUESTION PERIOD

Niki Vankerk, Village of Pemberton

Ms. Vankerk inquired about the Benchlands development project and the status of the Village's Official Community Plan review.

19. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

20. MOVE TO IN CAMERA

At 7:34 p.m. Council moved In-Camera

21. RISE FROM IN CAMERA

At 7:38 p.m. Council rose from in Camera and did not report.

22. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 7:38 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

Date: May 26, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Cameron Chalmers, RPP, MCIP, Consulting Planner

Subject: Development Variance Permit No. 124 – 1368 Fernwood Drive

PURPOSE

The purpose of this report is for Council to consider issuance of Development Variance Permit (DVP) No. 124 for a lot located at 1368 Fernwood Drive. The DVP has been submitted in furtherance of a subdivision application to create a three (3) lot plus remainder subdivision on the subject lands. The DVP is to reduce the Village of Pemberton road dimension standards and underground utility requirements in Subdivision and Development Control Bylaw No. 677, 2012 to facilitate alternate road and underground servicing standards for the extension of Fernwood Drive, as well as a building setback variance to the Village of Pemberton Zoning Bylaw No. 832, 2018 to accommodate a reduced setback for an existing single-detached dwelling.

BACKGROUND

The Owners and applicants, Karen and Miles Dyczkowski, submitted an application for subdivision approval on April 24, 2018. The subdivision proposal is to create three (3) new residential lots on a 0.47-hectare (1.17) acre property legally described as Lot. 1, Plan KAP 38637, DL 203, LLD at 1368 Fernwood Drive.



The Approving Officer issued a Tentative Approval Letter (TAL) on November 26, 2019 with the requirement that that Owners construct the extension of Fernwood Drive either in accordance with the standards in the Subdivision and Development Control Bylaw or an approved variance. The Owners notified Staff that they intended to pursue the variance approach.

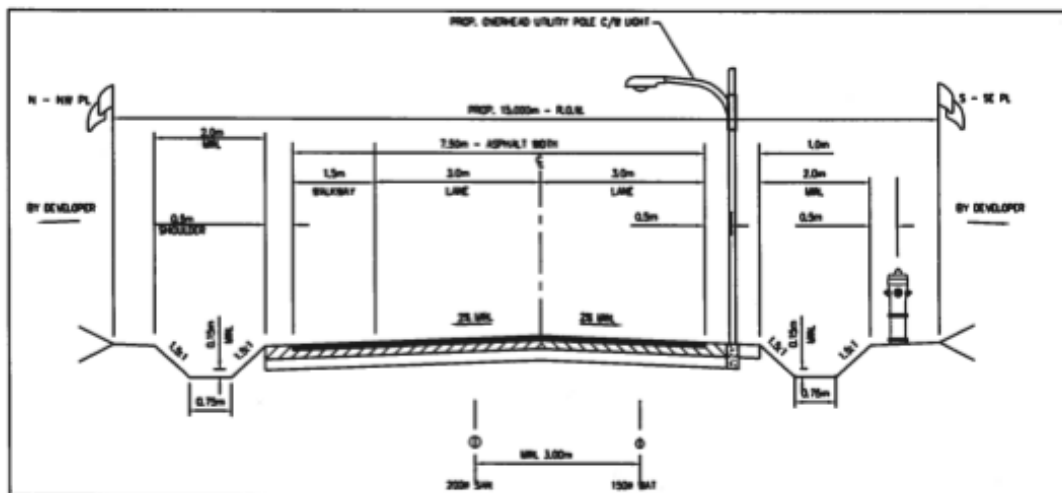
In order for the fee simple subdivision and public road dedication to proceed, the Owners submitted a DVP application on April 7, 2020. The purpose of the variance request is to modify the standards of the Subdivision and Development Control Bylaw No. 677, 2012 to narrow the width of the road extension being developed through the new subdivision, and to continue the overhead electrical, cable, telephone lines for the new portion of road. The dedication of the new road will also result in a front-yard setback encroachment for an existing dwelling, and the Owners have requested a setback variance from 6 metres to 2.25 metres for a small portion of that building.

PROPOSAL DESCRIPTION

The proposed DVP No. 124 would vary two general requirements of Subdivision and Development Control Bylaw No. 677, 2012, generally to achieve a reduced road width and to permit overhead utility lines. The proposed DVP would also vary the front yard setback of an existing single-detached dwelling from the newly created road.

With respect to the road dimension variances, the following table outlines the Bylaw standard requirements for Hillside Roads, and then the variance requested. The effect would be to reduce the right-of-way and finished portion of the road, resulting in a narrower road. The following road cross section has been submitted in support of the application

Standard	Bylaw 677, 2012 Standard	Variance Requested	Difference
Right-of-Way Width	18.0 metres	15.0 metres	- 3.0 metres
Asphalt Width	8.5 metres	7.5 metres	- 1 metre
Lane Width	3.3 metres	3.0 metres	- 0.3 metres
Ditch Width	3.6 metres	2.0 metres	- 1.6 metres



PROP. TYPICAL SECTION
 SCALE 1:100

The second variance sought to the Subdivision and Development Control Bylaw is to section 7.1.1 which requires electrical, cable, and telephone lines to be located underground in new subdivisions. The effect of the variance would be to continue the overhead alignment of these current utilities through the new subdivision.

The proposed DVP also includes a variance to front yard setback from 6 metres to 2.25 metres to accommodate the corner an existing single-detached home that will encroach on the newly created road.

DISCUSSION & COMMENTS

Staff has reviewed the application for DVP against the most applicable hillside standards for roads and note that the variances are not completely out of character with the area or the neighbourhood. Fernwood Drive is currently a substandard road in terms of width and surfacing. The roadway is constrained by topography and steep slopes, and has resulted in an adaptive road alignment and finishing.

The Owners submit that given the constraints imposed by parcel size and topography, the variances are necessary to achieve a public roadway to provide access to lands beyond and provide access to the new subdivision.

In support of the setback variance, the Owners submit that the building will not align with the new roadway, and only a portion or corner of the building will encroach into the newly created setback. If approved, the other new lots would be required to meet the Zoning Bylaw setback of 6 m.

Staff note that the proposed variances would be permissive, and would not approve the road cross-sections or any other engineering design. That would happen through the subdivision approvals process as the Owner is obligated to design and construct the new roadway through the TAL. Should Council approve the DVP application, the next step would be for the Owner to prepare detailed engineering designs for Village review and ultimately approval by the Approving Officer. The ultimate design may or may not take advantage of all of the approved variances to the extent permitted in the permit, but that determination cannot be made until all of the considerations are addressed at the detailed design stage. At that stage, matters such as fire-hydrants, light-standards, and details around drainage and other technical considerations would be assessed. For clarity, these matters are not the subject of the DVP and have not been designed as yet.

A copy of Development Variance Permit No. 124 is attached as **Appendix A**.

REFERRAL COMMENTS

Operations: Operations has commented on the variance, and particularly the need to adequately address drainage through the detailed design at the subdivision stage. Operations would be integral to the approval of any future engineering design in the subdivision process.

Fire: Fire commented primarily on the need for suitable fire access and vehicle movements given the reduced road width. Additional hydrant locations may be required. These items will be addressed at subdivision stage.

Engineering: The Village Consulting Engineer has reviewed the variance application and has noted comments on drainage. The Village Engineer will have an approval role at subdivision stage.

Pemberton Valley Dyking District (PVDD): PVDD reviewed the variance request and had no comments at this stage. Should concerns be raised regarding drainage impacts of the subdivision, this will be addressed at the subdivision stage.

COMMUNICATIONS

Notice of Council's intent to consider issuance of the Development Variance Permit (DVP) was sent to adjacent property owners within 100 metres of the subject lands as per the Village Development Procedures Bylaw 725, 2013. A notification sign was also posted on the property.

The advertising has yielded several letters as of the report deadline which are attached as **Appendix B** to this report. Correspondence received after the report deadline will be provided separately in advance of or during Council consideration of the DVP.

LEGAL CONSIDERATIONS

There are no legal considerations with this application.

IMPACT ON BUDGET & STAFFING

There are no impacts on budget or staffing as the Owners paid the requisite application fees and the Village will cost-recover any additional expenses as per the Development Procedures Bylaw No. 725, 2013.

INTERDEPARTMENTAL IMPACT & APPROVAL

Other municipal departments including operations, fire, and the Village engineering consultant have commented on the application and will be involved through the detailed design stage.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or other neighbouring jurisdictions.

ALTERNATIVE OPTIONS

The following options have been provided for Council's consideration:

1. **THAT** Council approves Development Variance Permit No. 124 for 1368 Fernwood Drive.
2. **THAT** Council refuses the application for Development Variance Permit No. 124.

3. **THAT** Council refers the application for Development Variance Permit No. 124 back to Staff to address the following considerations:
 - a. (to be added by Council)
 - b.

POTENTIAL GOVERNANCE CONSIDERATIONS

Consideration of this Development Variance Permit application meets with:

Strategic Priority Two: Good Governance in which the Village is committed to citizen engagement and to being open and accountable; and

Strategic Priority Four: Social Responsibility whereby the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens as well as an accessible and well managed natural environment

RECOMMENDATIONS

THAT Council approves Development Variance Permit No. 124 for 1368 Fernwood Drive.

AND THAT the Mayor and Chief Administrative Officer be authorized to execute the permit.

ATTACHMENTS:

Appendix A: Development Variance Permit No. 124

Appendix B: Correspondence Received to Report Deadline

Prepared by:	Cameron Chalmers, RPP, MCIP, Consulting Planner
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



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**VILLAGE OF PEMBERTON
Development Variance Permit 124
1368 Fernwood Drive Servicing Variance**

Issued to: **Karen and Miles Dyczkowski**

File No.
DVP#: DVP124

(Registered owners according to Land Title Office, hereafter referred to as the "Permittee")

Address: **Lot 1, District Lot, 203 Lillooet District, Plan KAP38637
PID: 008-391-181
1368 Fernwood Drive, Pemberton, BC**

- 1) This Development Variance Permit is issued subject to compliance with all Bylaws of the Village of Pemberton applicable thereto, except as specifically varied or supplemented by this permit.
- 2) This Development Variance Permit applies to and only to those lands within the Village of Pemberton described below:

Parcel Identifier: **081-391-181**

Legal Description: **Lot 1, DL 203, LLD, Plan KAP38637**

Civic Address: **1368 Fernwood Drive, Pemberton, BC.**

as shown on the attached **Schedule "A"**, attached hereto and forming part of this permit, referred to hereafter as the "Land".

- 3) Whereas the applicant has made application for subdivision to create three (3) fee-simple lots plus remainder generally as shown on **Schedule "B"**;

And,

Whereas creation of the new residential lots will necessitate the construction of a new highway extension of Fernwood Drive, and whereas the proposed extension of Fernwood Drive does not meet the road dimension and underground utility standards of the Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012, and will create a non-conformance with the setback, front yard

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provisions of the Residential 1 (RS-1) zone in the Village of Pemberton Zoning Bylaw No. 833, 2018;

Therefore, the Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012 is hereby varied as follows and as shown on **Schedule "C"** which is attached to and forms part of this permit:

A) Road Standards:

Standard	Bylaw 677, 2012 Standard	Variance Granted
Right-of-Way Width	18.0 metres	15.0 metres
Asphalt Width	8.5 metres	7.5 metres
Lane Width	3.3 metres	3.0 metres
Ditch Width	3.6 metres	2.0 metres

B) Utility Design Standards: The Section 7.1.1 standard requiring underground utility connections in new subdivisions is varied to permit the continuation of overhead electrical, cable, and telephone service.

AND

C) Village of Pemberton Zoning Bylaw No. 832, 2018 is hereby varied by reducing the setback, front yard from 6.0 metres to 2.25 metres to accommodate the existing building identified on **Schedule "B"** attached hereto and forming part of this permit.

- 4) This Permit shall not have the effect of varying the use or density of the land specified in Village of Pemberton Zoning Bylaw No. 832, 2018 or a flood plain specification under s. 524 of the *Local Government Act RS2015*, or any other servicing standard or requirement in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012.
- 5) This Permit authorizes variances to the standards in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012, but does not constitute an approval of the detailed design of the proposed services for any approvals or construction.

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- 6) This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 7) Security Requirements: Nil
- 8) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof.
- 9) This Permit is not a building permit.
- 10) Notice of this Permit shall be filed in the Land Title Office at New Westminster under s. 503 of the *Local Government Act RS2015*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Land affected by the Permit.

**AUTHORIZED BY RESOLUTION PASSED BY THE VILLAGE OF PEMBERTON
COUNCIL THE**

26th DAY OF MAY, 2020.

Mike Richman, Mayor

Nikki Gilmore, Chief Administrative Officer

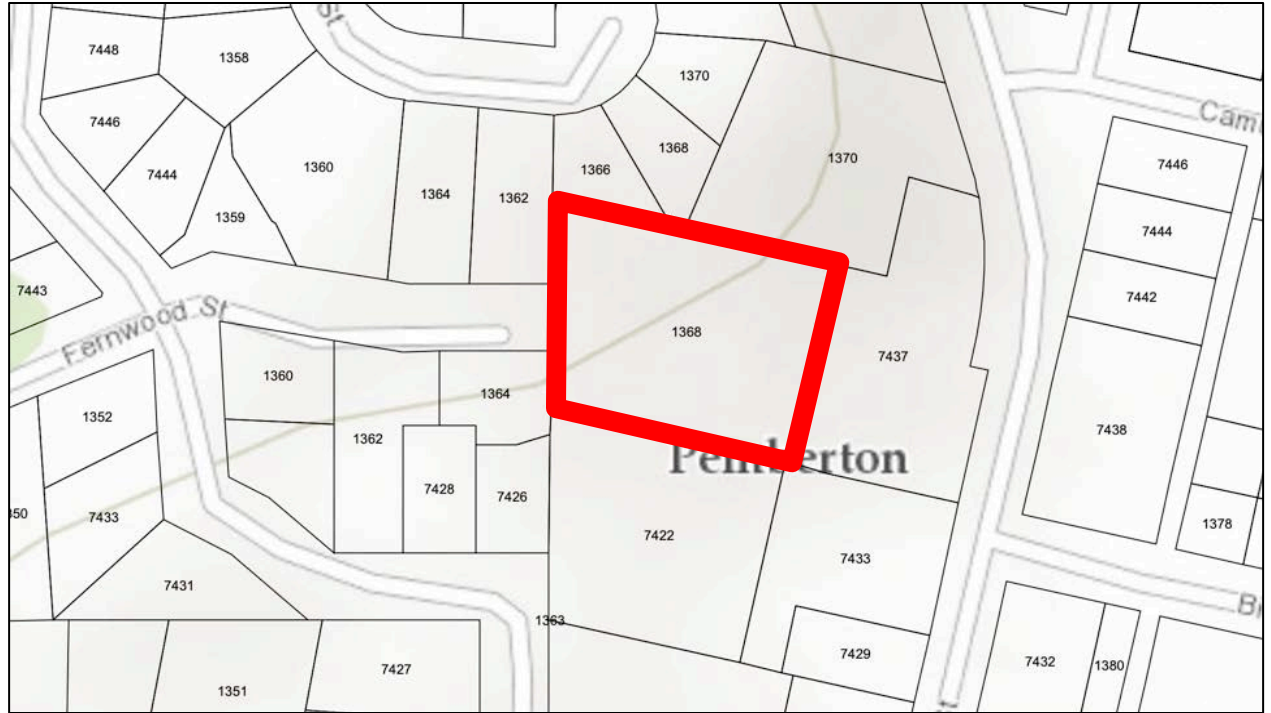
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British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

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Schedule "A"

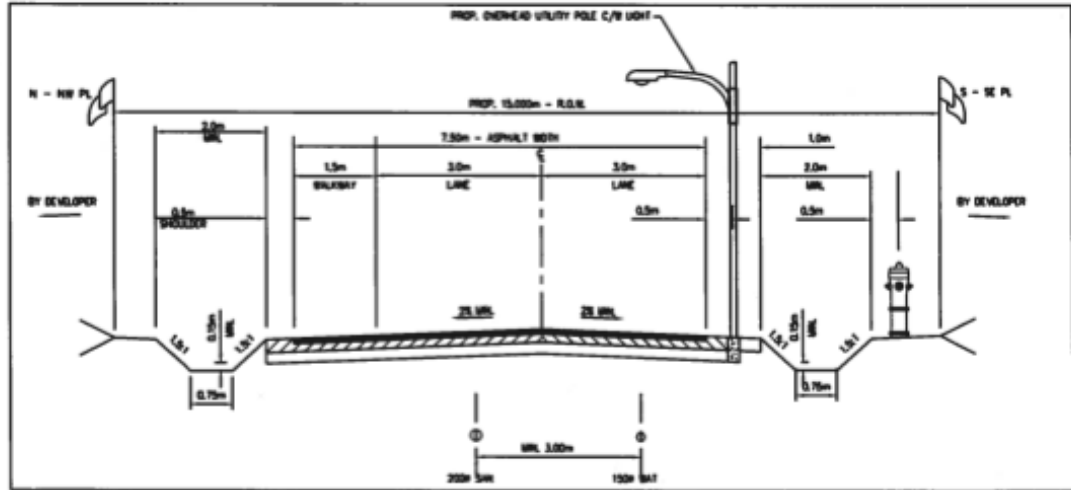


PO Box 100
 7400 Prospect St.
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 British Columbia
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Schedule "C"



PROP. TYPICAL SECTION
 SCALE 1:100

DRAFT

Karen and Miles Dyczkowski have applied for a development variance permit in order to vary road and utility design standards to facilitate a four (4) lot subdivision.

PROPERTY ADDRESS : 1368 Fernwood Dr.

Variations Requested:

Road Design Standards	REQUIRED	PROPOSED
Right of Way Width:	18.0m	15.0M
Asphalt Width:	8.5m	7.5m
Lane Width:	3.3m	3.0m
Ditch Width:	3.6m	2.0m

Utility Design Standards

Vary the requirement that non municipal utilities (cable, internet, power) are required to be buried in new subdivisions and permit these utilities to be located above ground

Please be advised that I have reviewed or been informed of the variance requested for the subdivision of 1368 Fernwood Dr. and I have the following opinion

ADDRESS	OWNER	RENTER	NAME	NOT OPPOSED	OPPOSED	NO OPINION	SIGNATURE
1368 1368 GREENWOOD ST	DOT - out of town			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1370 GREENWOOD ST	DOT - out of town			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1371 GREENWOOD ST	✓		[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
1369 GREENWOOD ST	✓		[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
1367 GREENWOOD ST		✓	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
1365 GREENWOOD ST			[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
1363 GREENWOOD ST			[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]

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PROPERTY ADDRESS : 1368 Fernwood Dr.

Variations Requested:

Road Design Standards	REQUIRED	PROPOSED
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Ditch Width:	3.6m	2.0m

Utility Design Standards

Vary the requirement that non municipal utilities (cable, internet, power) are required to be buried in new subdivisions and permit these utilities to be located above ground

Please be advised that I have reviewed or been informed of the variance requested for the subdivision of 1368 Fernwood Dr. and I have the following opinion

ADDRESS	OWNER	RENTER	NAME	NOT OPPOSED	OPPOSED	NO OPINION	SIGNATURE
1356 GREENWOOD ST	✓		[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
1358 GREENWOOD ST			[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
1360 GREENWOOD ST	✓		[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
1362 GREENWOOD ST	✓		[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
not home X2 1364 GREENWOOD ST			[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
not home X2 1366 GREENWOOD ST			[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Karen and Miles Dyczkowski have applied for a development variance permit in order to vary road and utility design standards to facilitate a four (4) lot subdivision.

PROPERTY ADDRESS : 1368 Fernwood Dr.

Variations Requested:

Road Design Standards	REQUIRED	PROPOSED
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Ditch Width:	3.6m	2.0m

Utility Design Standards

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Please be advised that I have reviewed or been informed of the variance requested for the subdivision of 1368 Fernwood Dr. and I have the following opinion

ADDRESS	OWNER	RENTER	NAME	NOT OPPOSED	OPPOSED	NO OPINION	SIGNATURE
7400 PROSPECT ST	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
7423 PROSPECT ST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
7425 PROSPECT ST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
7427 PROSPECT ST	<input type="checkbox"/>	<input type="checkbox"/>	Not Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
7455 PEMBERTON MEADOWS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
7453 PEMBERTON MEADOWS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]

Karen and Miles Dyczkowski have applied for a development variance permit in order to vary road and utility design standards to facilitate a four (4) lot subdivision.

PROPERTY ADDRESS : 1368 Fernwood Dr.

Variations Requested:

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Utility Design Standards

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ADDRESS	OWNER	RENTER	NAME	NOT OPPOSED	OPPOSED	NO OPINION	SIGNATURE
7444 DOGWOOD ST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
7431 DOGWOOD ST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sig
7427 DOGWOOD ST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sig
7425 DOGWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>	Empty Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7422 DOGWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>	Church	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7426 DOGWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not home x2
7428 DOGWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not home x2
7430 DOGWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>	Empty lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7434 DOGWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>	Empty lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Utility Design Standards

Vary the requirement that non municipal utilities (cable, internet, power) are required to be buried in new subdivisions and permit these utilities to located above ground

Please be advised that I have reviewed or been informed of the variance requested for the subdivision of 1368 Fernwood Dr. and I have the following opinion

ADDRESS	OWNER	RENTER	NAME	NOT OPPOSED	OPPOSED	NO OPINION	SIGNATURE
1351 CEDAR DR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
1359 FERNWOOD DR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
1360 FERNWOOD DR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]
6-30 - 1362 FERNWOOD DR	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will Submit Opinion
1364 FERNWOOD DR	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	opposed to easement

From: Nick Fisher <[REDACTED]>
Sent: Thursday, May 21, 2020 3:09 PM
To: Sheena Fraser <sfraser@pemberton.ca>
Subject: 1368 Fernwood Street Development Variance Permit

Dear Sheena, Mayor and Council,

I am writing as a resident of 1362 Fernwood Street and a neighbour to the proposed subdivision.

I am currently opposed to the subdivision in its current form.

My concerns are as outlined below,

Specifically:

- I feel an additional 3 lots with subsequent houses plus (most likely) revenue suites is too many. 2 additional houses would make far more sense.
- Fernwood Street (technically Fernwood Drive) was not constructed as a street to cope with significant amount of traffic. There are 2 particularly narrow sections of this street which in winter (with snow banks) means the road becomes essentially one in/one out. The proposed subdivision would essentially double the amount of traffic passing along there. There is currently no sidewalk and we rely on the small number of cars that do use the street to drive slowly in order to utilize it safely.
- There is an unofficial path (which I believe is currently a trespass) that links the current end of Fernwood drive to the church corner, which acts as a short cut for many residents of The Benchlands to Dogwood Street. I see no reference to the provision of an easement or statutory right of way to allow in the proposed development to allow residents to continue to use this path. I would like to see this included as a benefit to the neighbourhood more generally.
- There have recently been approved new Hillside Development Guidelines. I understand that, because this subdivision application predates the incorporation of these guidelines, they will not be applied unless the DVP is not approved, at which point a subsequent application would be subject to them. I would therefore encourage Council to ask the Developer to resubmit an application that can be a good example of how these guidelines can be applied to the benefit of all involved, along with my below points regarding standards.

More Generally:

- I work in healthcare where we work within guidelines and standards in a similar way to planning and development. In my world, guidelines are designed to be 'handrails' and standards are 'handcuffs'- if a standard is applied there has to be a very good reason to benefit the patient in order to deviate from it. Guidelines allow for a more flexible approach, so long as there is no harm.
- I see this as the same for subdivisions such as these- varying from a guideline there should be evidence that it does not detrimentally affect the neighbourhood/ community as a whole. Varying from a standard, I feel there ought to be a greater burden on the developer to indicate that, not only does the variance not harm the neighbourhood, but demonstrates benefit to the neighbourhood as a whole, and is not just viewed as a hindrance to maximizing profit from a subdivision. I do understand that this may seem harsh, even punitive against a developer who

has purchased land with a specific project in mind, but standards exist (or should exist) for a reason, and developers should be aware of these prior to purchase. If a standard is viewed as excessively restrictive, then I would urge Mayor and Council to review the standards and make them less restrictive, at which point a re-application can be made.

In summary:

- I am currently in opposition to the proposed subdivision.
- I would be supportive of a proposal that adhered to the standards and guidelines that exist for good reason.
- I would be especially supportive if that proposal limited the subdivision to a total of three lots (2 new lots plus one remainder).
- I would like to see a statutory right of way (or similar) incorporated to provide legal access to the existing path between Fernwood St and the Church on the corner of Dogwood Street. If possible, a connection to Dogwood street, or even to the path that leads to the steps that descend to prospect street.
- Looking at a wider scope- it concerns me that adherence to standards are being viewed as optional by developers. This is especially important as we look to the future with the proposed Benchlands Development. I would like Mayor and Council to send a strong message that standards exist for a reason and that developers should expect to adhere to them unless positive benefit to the wider community can be demonstrated.

Nick Fisher
Dr J H Nicholas Fisher
Rural General/Emergency Practitioner


www.pembertonmedicalclinic.ca

From: Steven Hitchen [mailto: [REDACTED]]
Sent: May-11-20 11:34 AM
To: Lisa Pedrini <lpedrini@pemberton.ca>
Subject: Fernwood Drive

G. Steven Hitchen

1364 Fernwood Drive
Pemberton, B.C.
V0N 2L0

Monday, May 11, 2020

Lisa Pedrini
Village of Pemberton
Manager of Development Services

Dear Lisa,

I bought my property at 1364 Fernwood Drive in September of 1993. It was registered as a Drive and still is. A Drive is a path or lane way that leads to a private home or estate.

Karen and Miles Dyczkowski have applied for a Notice of Development Variance Permit Application.

I do not agree with the variances requested.

To add three lots would increase the traffic by a minimum of six vehicles. The access to this property is on my property line for a road easement of 18 metres. If we had a sidewalk and proper drainage this could not be done as it exists.

I have included some pictures of Fernwood Drive and the other side Fernwood Street that is much nicer.

Please get back to me with your thoughts.

Steven Hitchen





From: Tim Kyne [REDACTED] >
Sent: Thursday, May 21, 2020 12:18 PM
To: Sheena Fraser <sfraser@pemberton.ca>
Subject: 1368 Fernwood Drive

Dear Ms. Fraser,

Please find attached an email I sent to Lisa Pedrini on May 9th and resent on the 18th. I understand that Nikki Segovia has also been made aware of the email. We have been in contact with Dr. Fisher who told us that we need to make you aware of our concerns.

As part of this subdividing concerns a piece of land bordering the back boundary of our house at 1366 Greenwood Street and lies between us and our neighbors in 1364 and 1368 and Fernwood drive. We are very concerned how this may affect us and our property.

As explained in the attached email we believe that either we have been misinformed or the person applying for the subdividing does not have title to this land. Either way we want the issue clarified and our very strong objection to this area being included in the subdividing.

As we are resident in Ireland and cannot attend the meeting and are unlikely to be able to return to Pemberton due to Covid-19 restrictions until next year we would like to know what we need to do to stop this subdividing including this area.

Sincerely,
Tim and Bella Kyne.

From: Tim Kyne <[REDACTED]>
Sent: Saturday, May 9, 2020 3:03 AM
To: Lisa Pedrini <lpedrini@pemberton.ca>
Subject: 1368 Fernwood Drive.

Dear Ms. Pedrini,

My wife and I bought 1366 Greenwood Street in the latter half of 2003. As we live in Ireland the sale was completed in our absence. When we received the documentation for the purchase we noted that our land property was different to that of 1364 and 1368 on either side of us as the rear property line was not in line with either of these two properties and was in fact much shorter. We were told that the section of land between the three properties (1364, 1366 & 1368) and Fernwood Drive 'road' was owned by Pemberton Village and was set aside for snow dumping.

In the summer of 2004 when we returned to Pemberton for July and August, I went to Pemberton Village Offices to verify this matter and ask if I could purchase the land. I was told that the land belonged to Pemberton Village but that it could not be sold to me as it had to be retained for snow dumping in the winter.

From the paper work forwarded to me by a neighbor in Greenwood Street I see that this parcel of land is included in the proposed subdividing of 1368 Fernwood Drive, Lot 1, DL203, Plan KAP38637, PID 008-391-181.

- 1:- Can you please tell me Does the Pemberton Village own the section of land I outlined above?
- 2:- If Pemberton Village does not own this section of land now did it own it in 2003?
- 3:- If Pemberton Village owned in in 2003 but not now when did it sell it and why was I not told it was for sale?
- 4:- If Pemberton Village owns this parcel of land I would like to purchase it, that is if it is to be sold.
- 5:- I have been searching through the Pemberton.ca webpage but I can not locate any documents relating to the application for 1368 Fernwood Street could you please send me a link to them?

We were living in 1366 Greenwood Street this February and March but had to return early to Ireland due to the Covid-19 pandemic. We had planned to return to Pemberton for July and August can not now do so as a result of the pandemic so we have no choice but to deal with this issue from a distance.

Any help you can give us will be deeply appreciated.

Sincerely,
Tim and Bella Kyne

Road Standards Variance (provided by the Village of Pemberton)

	VOP Standard (Limited Local Hillside)	Requested Variance	Difference
Right of Way Width	18.0 m	15.0 m	3.0 m
Asphalt Width	8.5 m	7.5 m	1.0 m
Lane Width	3.3 m	3.0 m	0.3 m
Ditch Width	3.6 m	2.0 m	1.6 m

Utility Design Standards Variance

In addition, the applicants are requesting a variance to the utility design standards outlined in Section 7.1.1, where utilities servicing new subdivisions are required to be buried to the standards outlined in the Subdivision and Development Control Bylaw No. 677, 2012. A variance is requested to have non municipal utilities (cable, internet, power) constructed overhead.

After reviewing the application from the developer and the pertinent sections of Bylaw 677 I am opposed to all of the variances requested for this development.

I would however support a subdivision of 3 lots following the requirements stated in bylaw 677.

As a point of interest, as a resident of this section of Fernwood since 1979 I would like to point out that this section of Fernwood was never classified as a road as it is a Lane. We were delighted when the Village of the day gave us a half a road of pavement to keep the dust down. Needless to say traffic has increased on this section over the years and the addition of more lots will only increase the traffic more.

As a resident of Fernwood I would like to Thank you for the opportunity to provide comments on this application.

Yours truly,

Shirley Henry

Shirley Henry
Lot 4 & 5, DL8097

From: Claire Fuller [mailto: [REDACTED]]
Sent: May-22-20 3:56 PM
To: Lisa Pedrini <lpedrini@pemberton.ca>; Matt Rempel <mrempel@pemberton.ca>
Cc: jimfuller1@gmail.com
Subject: 1368 Fernwood St

Hi Lisa,

Hope you are great, happy Friday (I am so ready for the weekend lol).

I am emailing to forward my opinion on the development proposals for 1368 Fernwood St. One of the owners came by recently and told me a little about their plans and asked me to sign a petition showing that I didn't object to them, which I did as I thought "why would I object to what happens on his property with regards to the width of a private road?? In hindsight I'm not sure I fully understood the implications of the request he is making to the Village so I would like to clarify as follows:

1. I object to the plot being turned into a total of 4 lots, this seems too many to handle the flow on the traffic as well as being a tight squeeze in this neighbourhood, and where on earth will all the cars be parked?
2. I object to utilities being above ground and visible if they can be hidden underground. These have an impact on the feel of the neighbourhood and keeping them to a minimum would be preferable.
3. Please consider the impact this will have on Fernwood Street from Dogwood. This is essentially a "one in one out" road and I cannot see how it will handle more traffic.
4. I would love if the path down to the church could remain in some form. One of the beautiful features of Pemberton are all the little hidden cut throughs in magical forests, I just love them.

Please take this as my one and only formal opinion on the development.

Thank you
Claire

Claire Fuller
[REDACTED]
Pemberton, BC

Date: Tuesday, May 26, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Jill Brooksbank, Sr. Communications & Grants Coordinator

Subject: Mayor's Task Force for COVID-19 Response and Recovery (MTF) Terms of Reference

PURPOSE

The purpose of this report is to present Draft Terms of Reference for the Mayor's Task Force for COVID-19 Response and Recovery (MTF), attached as **Appendix A**.

BACKGROUND

The COVID-19 pandemic has posed serious economic and social challenges for our community as a whole. Effective recovery and relief efforts require a strong, concerted approach that is informed by local governments, key organizations and subject matter experts from within our community. The MTF will be established as a Select Committee of Council and will provide recommendations to Council with respect response and recovery efforts for both the economic and social sectors.

DISCUSSION & COMMENTS

The MTF's recommendations shall balance the community's economic and social needs (physical, mental and social well-being) while adhering to the Province's Medical Health Officer's Orders and BC's ReStart Plan.

Recommendations received by Council from the MTF will be considered as part of the regular decision-making process of the Village of Pemberton Council. While the Task Force will provide ongoing advice and input to Council, it is not a decision-making body of government.

COMMUNICATIONS

Meetings will be open to the public. Agendas and minutes of the MTF will be made available on the Village of Pemberton website. The Village of Pemberton Mayor, the MTF spokesperson, may also share updates from the MTF via the Village's website, social media channels, electronic newsletter, at Council Meetings and any other public means.

LEGAL CONSIDERATIONS

The establishment of the Mayor's Task Force for COVID-19 Response and Recovery is pursuant to Section 142 (Select Committees of Council) of the *Community Charter*. The intent of the Select Committee is to make recommendations to Council.

IMPACT ON BUDGET & STAFFING

No budget has been allocated directly to the Task Force, however, should funding be required for a project or initiative, a recommendation would be brought forward to Council for consideration.

Economic development and community outreach is within the mandate of the Office of the Chief Administrative Officer and can be accommodated within the department's workplan.

INTERDEPARTMENTAL IMPACT & APPROVAL

Legislative support will be provided by the Corporate and Legislative Services Department. Agenda preparations and minute taking falls within the mandate of this department and can be accommodated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This project is focused on relief and recovery efforts within the Village of Pemberton. However, the Village is an active participant on the Pemberton Area Economic Development Collaborative, which is undertaking a regional Economic Development Study that will consider recovery initiatives on a regional scale.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The establishment of the Mayor's Task Force aligns with Strategic Priority No. One: Economic Vitality whereby Village values and supports a competitive and diversified economy with engaged corporate citizens; with Strategic Priority No. Two: Good Governance in which the Village is committed to citizen engagement and to being an open and accountable government; and with Strategic Priority No. Four: Social Responsibility whereby the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens.

RECOMMENDATIONS

THAT Council approve the Terms of Reference for the Mayor's Task Force for COVID-19 Response and Recovery (MTF).

AND THAT the Mayor and one member of Council be appointed to the Mayor's Task Force for COVID-19 Response and Recovery (MTF) as the Council Representative.

ATTACHMENTS:

Appendix A: Draft Terms of Reference for the Mayor's Task Force for COVID-19 Response and Recovery (MTF)

Prepared by:	Jill Brooksbank, Sr. Communications & Grants Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Mayor's Task Force for COVID-19 Response and Recovery (MTF) Terms of Reference May 2020

Purpose of the Mayor's Task Force:

The Mayor's Task Force for COVID-19 Response and Recovery (MTF) will provide strategic recommendations to the Village of Pemberton Council and identify community-led initiatives to guide recovery and relief efforts related to the COVID-19 pandemic. The Committee will:

- Work in collaboration with public bodies, private institutions and community organizations to build local resilience;
- Work in collaboration with the business community and other community organizations to identify immediate economic recovery strategies for residents, businesses and community organizations; and
- Identify and support community driven ideas and solutions to assist in the recovery process.

The Task Force recommendations shall balance the community's economic and social (physical, mental and social well-being) needs while adhering to the Province's Medical Health Officer's Orders and BC's ReStart Plan.

Input received by the Task Force will be considered as part of the regular decision-making process of the Village of Pemberton Council. While the Task Force will provide ongoing advice and input to Council, it is not a decision-making body of government.

The Task Force will collectively undertake all background research, assessments, research, trends, as well as the development of presentation materials as directed by the Mayor's Task Force on COVID-19 Response and Recovery – these responsibilities are not the sole responsibility of the Village.

Mayor's Task Force Membership:

The MTF shall not exceed 10 members. Membership shall be established through invitations to non-profit organizations, and an application process for stakeholders and members of the community-at-large. Membership will be open to the following:

- (1) Village of Pemberton Mayor/Chair of MTF
- (1) Village of Pemberton Council Member
- (1) Representative from the Board of the Pemberton & District Chamber of Commerce
- (1) Representative from Tourism Pemberton
- (1) Real Estate Professional, Local Developer or Local Construction Company
- (1) Financial Services Professional or Financial Planning Professional
- (1) Representative from Sea to Sky Community Services
- (2) Community members-at-large
- (1) WorkBC Representative
- (1) Mental Health Professional (as per EMBC Recovery Overview ie. Mental and social support)



Mayor's Task Force Support Staff:

- (1) Chief Administrative Officer
- (1) Sr. Communications & Grants Coordinator
- (1) Corporate & Legislative Services Staff Person

Changes to the participation on the Task Force will need to be approved by Village of Pemberton Council.

Task Force Members Will Have:

- Demonstrated expertise in the area being represented, while having a 'whole' picture and collaborative mindset;
- Previously demonstrated a strong interest in and commitment to remaining informed on community issues;
- No conflict of interest with Council or the Task Force and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions to which they have declared a conflict of interest;
- The ability to allocate sufficient time during the day for participation in meetings with the Task Force on as needed basis;
- The ability to allocate sufficient time to review the agenda, minutes and applicable documentation in advance of each regularly scheduled meeting;
- The responsibility to communicate and provide updates to the groups being represented; and
- Residency within the Village of Pemberton, or representing a business, organization, service, or not for profit organization located within the Village of Pemberton.

Confidentiality:

Confidential information that members receive through their position on the Mayor's Task Force must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of the Mayor's Task Force must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the participant's private interest.

Task Force members must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on the Mayor's Task Force.

Applicable Village of Pemberton Policies:

Mayor's Task Members Will be subject to the Following Village of Pemberton Policies:

- Code of Conduct
- Social Media Policy
- Bullying and Harassment Policy

Task Force Members must sign a Confidentiality and FOIPPA Agreement.



Reporting and Communications:

The Task Force will provide regular updates to Council and the public to ensure a high level of community support and engagement with both the Task Force process as well as key products (reports/plans etc.) delivered by the Task Force.

Agendas and minutes of the MTF will be made available on the Village of Pemberton website. The Village of Pemberton Mayor, the MTF spokesperson, may also share updates from the MTF via the Village's website, social media channels, electronic newsletter, Council Meetings and any other public means.

Term:

Six (6) months. A reassessment of the MTF would occur no later than December 2020 and continuation of the Task Force would be determined at that time. Should it be determined that the Task Force is no longer needed, the Mayor will make a recommendation to Council to dissolve the Task Force.

Meetings:

The Task force shall meet on a monthly basis, or as needed. Meetings shall be called by the Mayor with a minimum of 72 hours' notice to address urgent matters.

The Corporate & Legislative Services Staff Person shall send out meeting invites to all MTF members. The call for agenda items will be sent out with the meeting invite along with a deadline for quorum to be obtained. Quorum is considered to be half of the Task Force members plus one.

If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event that quorum is obtained by the deadline but the MTF does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.

The MTF meeting will be held virtually during the Provincial Declaration State of Emergency. Should the Task Force need to meet in person, an appropriate location will be selected based on the ability to physical distance.

Meetings requiring discussion of matters confidential in nature will be held in a closed session pursuant to Section 90 of the *Community Charter*.

Date: Tuesday, May 26, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Jill Brooksbank, Sr. Communications & Grants Coordinator

Subject: Village of Pemberton Economic Development Strategy and Action Plan:
Non-Taxation Revenue and Sector Options

PURPOSE

The purpose of this report is to present the aggregated non-taxation revenue and sector options for Council's consideration for inclusion in the Village's Economic Development Strategy and Action Plan, currently in development.

BACKGROUND

On February 20th, the consultants from Whistler Centre for Sustainability held a Council workshop to identify potential non-taxation revenue sources. The options included:

- Redevelopment of municipal hall (with housing and/or including a daycare space)
- RV park
- Management of Nairn Falls Provincial Park on behalf of the Province
- Build a new recreational facility with aquatic centre or spa
- Independent power project (geothermal or hydro)
- Food/meat processing facility
- Small scale music festival
- Tourism infrastructure (i.e. gondola)
- Invest in commercial space for rental
- Taxi/shuttle service

Council also explored sectors of focus for the Strategy & Action Plan. The following three sectors were identified by Council for exploration:

- Tourism (must be responsible, agri-tourism, accommodations)
- Food/agriculture (inclusive of services, farming and processing)
- Events (inclusive of recreation and culture)

Upon further discussion, Council felt it was important to seek additional ideas from the community via the Stakeholder Focus Group, which took place on March 4th.

During the March 4th Stakeholder meeting, attendees identified the following suggestions for non-taxation revenues:

- Housing organization
- Daycare centre

- Partnership to develop/run seniors' housing
- Create space for start-ups to earn rental revenue
- Run/execute contracts for Provincial and/or Federal governments
- RV park
- Campsites – create one where there is none currently, but where land is being used for camping (e.g. parking lot at Wedge)
- Technology and shared workspace centre (e.g. KAST Kootenay Association for Science and Technology)

Suggested sectors of focus from the Focus Group included:

- Manufacturing, including construction
- Technology
- Retail
- Health care (including primary and long-term)
- Food/agriculture
- Events

Suggested non-taxation revenue options from both the Council workshop and the Stakeholder meeting were aggregated and are presented in **Appendix A** for review.

DISCUSSION & COMMENTS

As per the direction of Council, the outputs of the Economic Development Strategy and Action Plan was to include:

- Three (3) sectors of focus and analysis;
- Three (3) to five (5) options for non-taxation revenue for the Village of Pemberton; and
- A Business Retention and Expansion Study.

From the aggregated input, Staff and the Consultants are seeking direction on three sectors of focus and three to five non-taxation revenue options for review and analysis by the consultants, which will be included in the finalized Village of Pemberton Economic Development Strategy and Action Plan.

Consultation is currently ongoing for the Business Retention and Expansion Study and the results will be available at a later date.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There are no additional impacts to the budget or staff hours for considerations at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on other jurisdictions at this time.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The development of an Economic Development Strategy and Action Plan aligns with Strategic Priority One: Economic Vitality whereby Village values and supports a competitive and diversified economy with engaged corporate citizens.

RECOMMENDATIONS

Recommendation 1: THAT Council select three (3) sectors of focus for inclusion in the Village of Pemberton Economic Development Strategy and Action Plan.

Recommendation 2: THAT Council select three (3) to five (5) non-taxation revenue options for analysis for inclusion in the Village of Pemberton

ATTACHMENTS:

Appendix A: Annotated Analysis of Non-Taxation Revenue Options

Prepared by:	Jill Brooksbank, Sr. Communications & Grants Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Appendix A

Council Generated Ideas	Revenue Generating Potentials	Economic Development Support Function	Other Comments
RV park	\$50,000-\$100,000 in profits/year for a well-run, popular park	Manager at \$50,000/year plus seasonal staff	Low risk, low investment required
Manage Nairn Fall Provincial Park on behalf of the Province	The nature of Private Facility Operator Contracts with the Province means the risk of losing money is small but the chances for significant upside are small too. People hate fees in parks. Development (cabins) are hard to get permits for.	Unlikely to increase significantly under VoP control	See also https://www.bcbusiness.ca/the-private-business-of-public-parks
Independent power project (geothermal or hydro)	High, particularly if powerhouse is within Village taxation boundary	Low	Long lead time, uncertain whether/when BC Hydro will buy, high investment required, high development risk, low construction/operating risk
Food/meat processing facility	Low to negative from my experience in other communities	Anecdotally: high, but depends a lot on uptake (processing is labour intensive and requires subsequent marketing effort)	See also https://www.fraserbasin.bc.ca/Library/FVR/report_fvr_small-scale_food_processing_2008.pdf
Small scale music festival	Further review would be required	High	High risk. High investment required. Hard to make money. LiveNation and AEG Live control the market for big act music festivals. Pemberton can't compete. A new Pemberton Music Festival operator would need to create a unique experience: that's why the majority of visitors come (and only 8% come for the music). See also https://www.youtube.com/watch?v=PMfkO3Pv4VQ



Tourism infrastructure such as a gondola	High if within Village taxation boundary. A likely site would need to be determined.	High if combined with restaurant: 60 jobs for Sea-to-Sky	High development risk, high operating risk, long lead time. High investment required: Sea-to-Sky cost \$26 million (in 2020 dollars).
Invest in commercial space to rent out	Hard to speculate as to the profitability of a generic commercial space development. If Pemberton envisages growth and it can develop property that does not compete for existing tenants - rather, attracts new tenants that add to taxation revenues - and the property, besides generating rental income, enjoys capital appreciation, then significant income is possible.	High, if we go by the survey	Low commercial risk if combined with residential development. High investment required. VoP should be cognizant of competing with local businesses.
Taxi/shuttle service	It's not likely profitable as an enterprise.		High operating risk. Low investment.
Franchise aquatic or spa development	Need to know more about the franchise.		
Stakeholder Workshop Generated Ideas	Revenue Generating Potential	Economic Development Support Function	Other Comments
Daycare	More research required.		Low investment.
Technology centre/start-up space	See commercial space above.		
Housing organization/senior's housing/	The Village currently has an affordable housing workplan and is beginning to implement the actions of this Plan. More details on potentials will be brought forward at a later date.		



APPENDIX A

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			investment required: Sea-to-Sky cost \$26 million (in 2020 dollars).
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Daycare	More research required.		Low investment.
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Lillooet Early Warning System

To: SLRD, VOP and Lil'wat Nation

Purpose:

The PVDD is requesting funds to complete repairs and maintenance to the Lillooet Early Warning Systems (LEWS). In addition to the required repairs the PVDD will facilitate the completion works for the LEWS system. The system was never fully commissioned and requires some additional work to increase the level of safety protection for the Pemberton valley residents.

Repairs required:

1. New Solar panel and charge controller
2. (2) new AGM deep cycle batteries
3. Updates to software
4. Programming to add addition pre-set trigger points for emergency preparedness.
5. Surveying required to enable the stag height measurement to return the same data as the physical staff gauge to avoid confusion
6. Manual measurement to add additional points to rating curve. This will increase data point accuracy for flow data.

Cost:

No.	Lillooet FSR EWS	Hours	Fees	Expenses	Total
1	Management and Logistics	8	\$ 1,300	\$ -	\$ 1,300
2	Station Maintenance	26	\$ 3,100	\$ 1,213	\$ 4,313
3	Discharge Measurement	5	\$ 600	\$ 330	\$ 930
4	Survey	25	\$ 2,900	\$ 960	\$ 3,860
5	Programming and Database Updates	16	\$ 2,200	\$ -	\$ 2,200
6	Additional Discharge Measurement	25	\$ 2,900	\$ 871	\$ 3,771
	Total	105	\$ 13,000	\$ 3,374	\$ 16,374

The cost is requested to be shared between the four parties. This is **\$4094** per party. We request these funds as soon as possible as some of the works (Discharge measurements) should be completed at high flow times. These are available during the freshet.

The works will be carried out as soon as the funds are received.

Kevin Clark
Operations and Maintenance Manger



3002145

May 12th, 2020

Pemberton Valley Dyking District
1381 Aster St
Pemberton, B.C.
VON 2L0

Attention: **Kevin Clark**
Operations and Maintenance Manager
kclark@pvdd.ca

Re: Proposal Station Maintenance and Upgrades
Lillooet FSR EWS Station

This document provides a scope and cost estimate for Northwest Hydraulic Consultants Ltd. (NHC) services to Pemberton Valley Dyking District (PVDD) for the maintenance and upgrades to the Lillooet FSR Early Warning System.

The Lillooet FSR Early Warning System was installed in 2014 to provide timely notification of rapid changes in river level (stage). The system consists of dual water level sensors (a pressure transducer and radar sensor), a datalogger, a cellular modem and GOES satellite telemetry. A camera and staff gauge were added to the system in 2017. The system monitors water levels and if the rate of change exceeds predetermined thresholds, an alert is sent out to a distribution list.

NHC has not been contracted to provide regular station maintenance but has provided repair services on an as needed basis, primarily in response to theft or vandalism of system components. The stations would benefit from a regular maintenance program. Additionally, as the primary metric of concern was river stage, there has not been a concerted effort to build a stage-discharge rating curve at this site. Real-time monitoring of discharge at this location would be an asset to the PVDD and other downstream stake holders.

1 Station Maintenance

NHC would perform regular station maintenance, as well as install some upgrades to the power system. A crew of two would service the station as a day trip based out of our North Vancouver office.

- Download all records from the dataloggers and apply firmware upgrades as required
- Collect manual water level measurements at both sensors and compare with onsite benchmarks to ensure the sensors are within tolerances
- Replace desiccant for the vented pressure transducer
- Download camera images and apply camera firmware upgrade
- Install two new 125 Ahr absorbed glass-matt batteries
- Install a new solar controller

2 Discharge Measurement

While onsite NHC can collect a discharge measurement from the bridge using an Acoustic Doppler Current Profiler (ADCP). This measurement will be entered into the NHC Aquarius database and compared with the rating curve on record. As only one measurement was taken last year, it will require additional measurements to verify the accuracy of the curve over a range of flows.

Table 2-1 Previous measured discharge at Lillooet FSR

Date	Measured Discharge
2010-09-10	77.3
2010-09-23	67.5
2010-09-25	243.7
2010-11-08	78.9
2014-05-27	164.5
2014-06-18	136.7
2017-06-27	258.1
2017-06-29	199.7
2017-08-30	108.6
2019-04-25	55.5

3 Survey

A survey of the dyke and river banks would provide managers with additional information for decision making in flood events. If local benchmarks can be used, NHC will complete the survey with a total station. If not, NHC would use an RTK GPS to establish local control and then survey in the following to a common geodetic datum:

- Elevation of the water level sensors. This has been done previously and can be used to verify their accuracy.
- The staff gauge mounted on the bridge pier. This has just been used for relative water level to date
- The top of the forestry dyke
- Top of bank
- Water Survey of Canada Hydrometric Station: Lillooet River Near Pemberton (08MG005)

4 Programming and Database Updates

With the completion of the survey, extra thresholds can be added to the Early Warning System. In addition to the rate of change alarms, notifications would be programmed into NHC's alert system so that alerts would be sent out when the river level reaches:

- 0.5m from the top of bank
- 0.5m from the top of the forestry dyke

Once the logic for the alarms has been programmed, additional water elevations can be added with minimal effort.

In addition to the logger updates, NHC will upgrade the data imports to the latest version of our Aquarius Time-Series database. This is the database that feeds the online web portal (<http://water.nhcweb.com>) which allows the PVDD to chart real-time water levels and review historical data. The alarm function is independent of the database and will continue to function regardless of the connection to the database. Alarms are sent out via the cellular modem located onsite. The database does provide a redundancy for the alarm system as it collects data from the site via both the cell connection and via the GOES satellite telemetry. While the GOES system cannot not independently issue alarms, the Aquarius database will issue an alarm when it receives the data. This provides redundancy in the event of failure of the cellular network.

5 Additional Discharge Measurements

A rating curve requires several discharge measurements collected over a range of flows in order to build an accurate curve. The Resource Information Standards Committee recommends a minimum of five unique discharge measurements to establish a new “Grade A” rating curve. Furthermore, once the curve is established, it is recommended that three discharge measurements are conducted each hydrologic year to confirm the relation is stable. We have provided a cost estimate for a single stand alone discharge measurement. The field trips would be conducted as a day trip from our North Vancouver office. In general, we would try to coordinate with other work in the area to reduce overall costs, but it is generally best to plan for standalone trips.

6 Budget

Below is a break down the of the proposed tasks and their associated Fees and Expenses. Following the completion of the work, a letter would be drafted summarizing the changes made at site, survey results and upgrades to the alarm and database system.

No.	Lillooet FSR EWS	Hours	Fees	Expenses	Total
1	Management and Logistics	8	\$ 1,300	\$ -	\$ 1,300
2	Station Maintenance	26	\$ 3,100	\$ 1,213	\$ 4,313
3	Discharge Measurement	5	\$ 600	\$ 330	\$ 930
4	Survey	25	\$ 2,900	\$ 960	\$ 3,860
5	Programming and Database Updates	16	\$ 2,200	\$ -	\$ 2,200
6	Additional Discharge Measurement	25	\$ 2,900	\$ 871	\$ 3,771
	Total	105	\$ 13,000	\$ 3,374	\$ 16,374

We hope this provides sufficient information with respect to the work proposed. Please contact me for further information.

Sincerely,

Northwest Hydraulic Consultants Ltd.

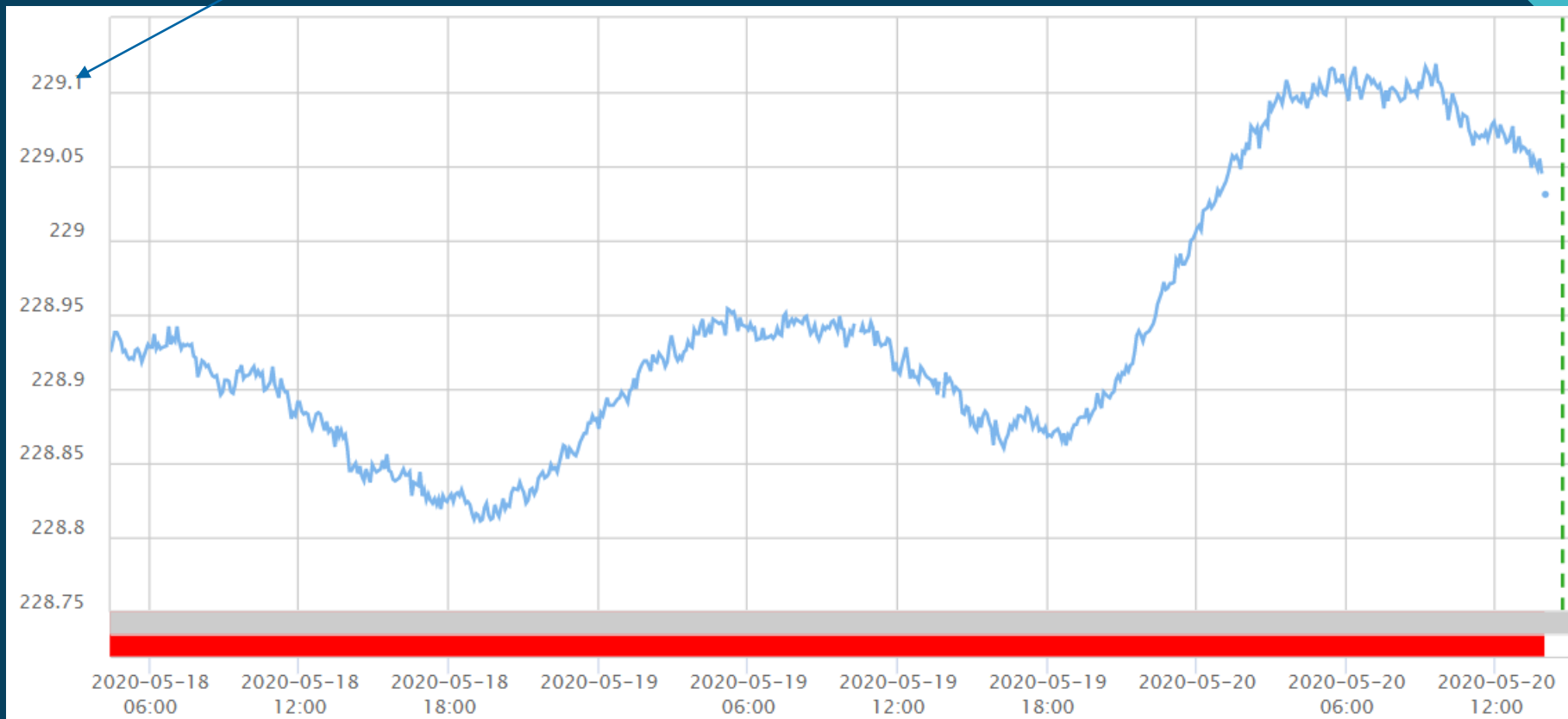
Tim Argast, M.Sc.
Geomorphologist

Early Warning System

Lillooet River at FSR Bridge

Review of Data Collected

- The warning system collects data on river height (In meters).
- River Height (Collected from radar and pressure sensors)



Review of Components

- The station was never completely commissioned properly when it was installed. So the river height has no correlation to the actual river height and is related to height above sea level.
- River height actual not above sea level (Flow rate was 141 m³/sec and river height on gauge was reading 228.95 meters)



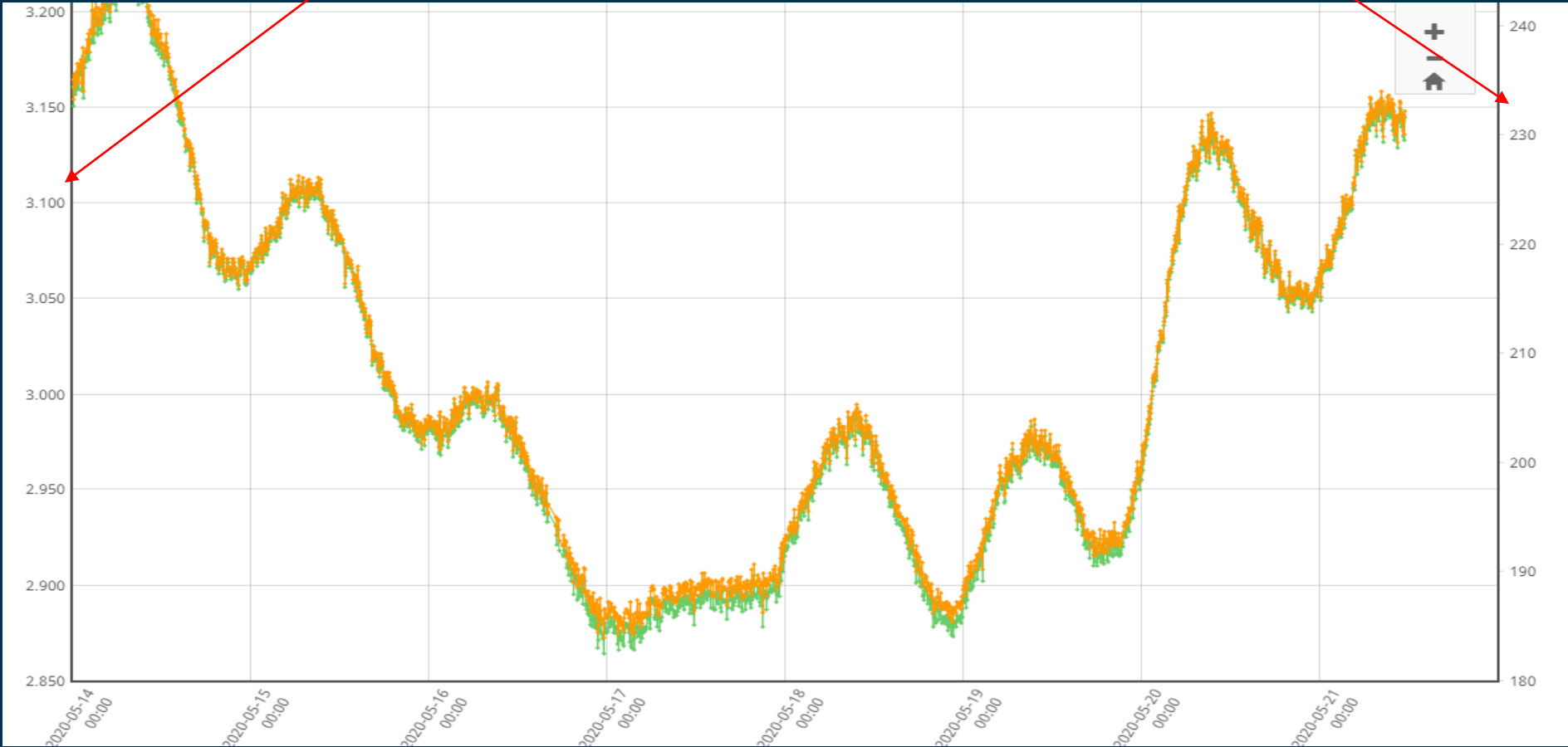
Review of functionality

- So the river height in meters does not directly correlate to how high the river is unless you do some math. The river height and discharge rate do not go up in unison. For example the river as it gets higher in elevation also get wider in most cases so more water can pass down the river. So if the river goes from one meter to 2 meters in height the will be a discharge gain. But when the river goes from 2 meters to 3 meters the discharge gain will be much higher as more water fits in the wider river at that time.
- This is very important to know and have an accurate estimate of as we are usually trying to forecast a river state downstream as a different location. Example being that the river height at the FSR bridge could be up a 5 or 6 meters and only some nearby field are getting wet. When in reality the Ayers and Miller Lillooet Dike would be in trouble as they are narrower and on a corner. They also are below the Ryan and Miller river confluence so their flow rates are adding to the volume. Note: We do not have a good indication of what the Ryan and Miller add in the way of volume as they are not monitored and the FSR gauge is not accurate.

Water Survey of Canada Gauge

- The water survey of Canada gauge is located at the end of Pemberton Farm Road. It is below the Ryan and Miller confluences. Thus if we had good data from the FSR gauge we could get an estimate of what the Ryan and Miller are adding. This is not as good as having stations on the Ryan and the Miller due to the time component. We would be better to know what is coming down the Ryan and Miller much further up stream so we had time to evacuate or react accordingly.
- The water survey gauge show actual river height and a fairly accurate discharge rate. They correct the rating curve a few times a year.
- There is also a WSC gauge on Pemberton Creek

WSC Gauge Output (Height in meters) : (Discharge in m3/sec)



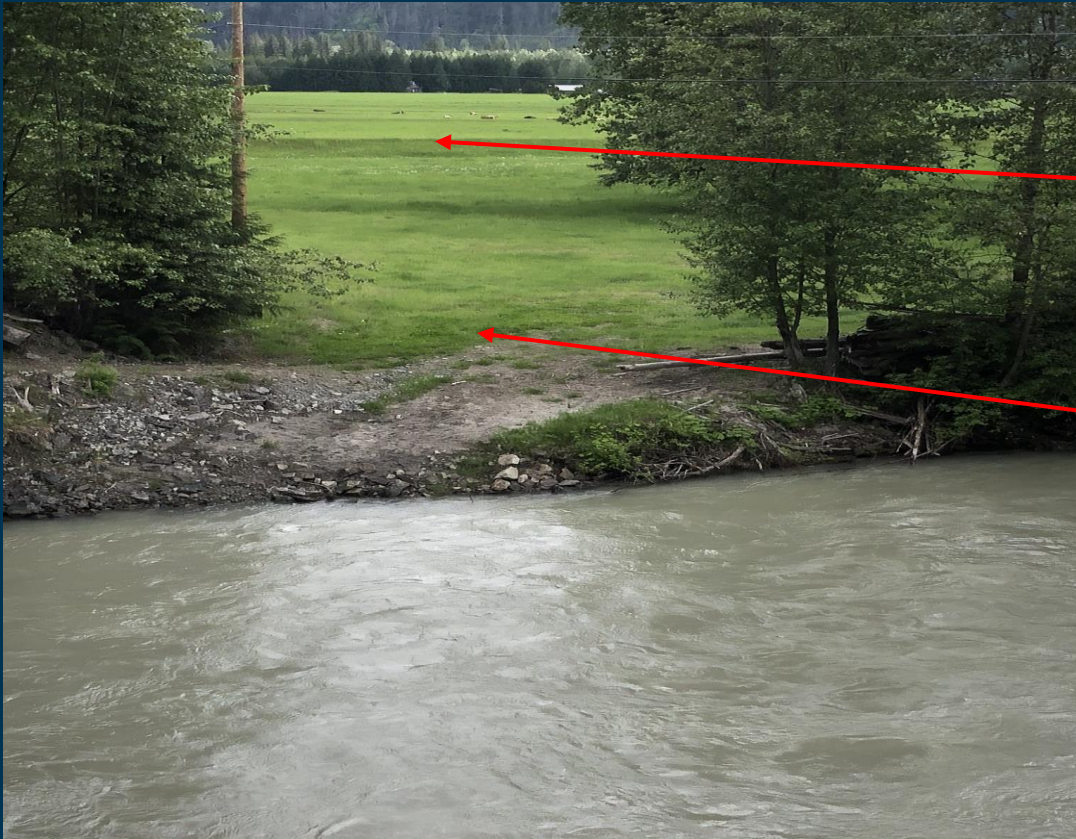
Steps to finish gauge installation

No.	Lillooet FSR EWS	Hours	Fees	Expenses	Total
1	Management and Logistics	8	\$ 1,300	\$ -	\$ 1,300
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6	Additional Discharge Measurement	25	\$ 2,900	\$ 871	\$ 3,771
	Total	105	\$ 13,000	\$ 3,374	\$ 16,374

Steps to finish gauge installation

- Station maintenance required is new solar panel and charge controller. Right now the PVDD is changing batteries every 3 weeks or so.
- Discharge measurement is a manual measurement to update rating curve which increases the accuracy of the gauge.
- Survey is to add additional information to the gauge and add the staff gauge, river bank height and dike elevation to the system. This will mean that when the gauge says 2 meters the visual on the bridge to a dike patrol will read 2 meters as well. Instead of some arbitrary height above sea level.
- Programming. This is to add extra alerts to the system. Alerts are pre set point like the ones that are already in the system for the Meager slide risk. The alerts will be “River at bank free bard height” and “River at Dike freeboard height” This will add to our notification system for evacuation and emergency decision making.
- Additional discharge measurements are to increase accuracy overtime.

River bank and Dike height



Dike height actual

River bank height actual

Right now these are not surveyed or known to the system

In conclusion the PVDD feels that the upkeep and maintenance of this safety system is very important to all parties. The cost to complete the necessary repairs would be \$4094 plus GST per party. We would like to complete this work right away as getting discharge data checks at higher flow rates is better for accuracy.

In conclusion the PVDD feels that the upkeep and maintenance of this safety system is very important to all parties. The cost to complete the necessary repairs would be \$4094 plus GST per party. We would like to complete this work right away as getting discharge data checks at higher flow rates is better for accuracy. The PVDD will project manage this work as an added “in kind” contribution.

The PVDD is working on a Operation and Maintenance system that will incorporate this and other data to inform the manager of river levels and when to open and close gates. This system is a valuable part of it.

This system is very important as it could add up to 1 to 1.5 hours to our evacuation notice time as the high water will hit the FSR bridge first.

Any Questions?

Date: Tuesday, May 25, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings

PURPOSE

The purpose of this report is to present the Video Recording and Broadcasting of Electronic Meetings Policy for approval by Council (**Appendix A**).

BACKGROUND

On March 18, 2020, Premier Horgan issued a Provincial State of Emergency in response to the COVID-19 Pandemic. As a result many changes were put in place in order to implement the Public Health Orders issued and guidelines set by the Provincial Public Health Officer that included adhering to physical distancing protocols and limiting the number of people at a gathering.

As a result, many local governments have had to adjust how they do business including the holding of Council and Committee meetings which are to be open to the public to attend and which during this time is not achievable due to the physical distancing requirements.

On March 26, 2020, Ministerial Order 083/2020 was issued which enabled local government to hold their Council or Committee meetings without the public in attendance. Further, it allowed that some or all members of a Council or Committee may attend electronically and be deemed to be present at that meeting and permitted all readings and adoption of Bylaws at the same meeting; however, it did not address the holding of Public Hearings. Ministerial Order 083/2020 was subsequently rescinded and replaced with Ministerial Order 139/2020 on May 1, 2020 (**Appendix B**).

Ministerial Order 139/2020 maintains the same allowances as noted above but expands by applying the above noted to Improvement Districts and allowing public hearings to be conducted electronically. It also provides specific guidelines respecting what information must be included in notifications to advise members of the public on how to participate at a public hearing that is being held by electronic means.

On March 31, 2020, the Village also updated its Council Procedure Bylaw to allow for electronic attendance of all members of Council in specific emergency circumstances in which it is not possible for everyone to be in attendance due to health, environmental or safety concerns.

DISCUSSION & COMMENTS

After researching electronic meeting options, the Village elected to utilize the ZOOM meeting and webinar format which has allowed for both Council and Staff to attend electronically and enabled residents to not only attend a meeting but participate in question period at the end of a Regular Meeting.

Given this new way of holding meetings, it is recommended that a policy be put in place that establishes the electronic meeting procedure and sets out policy respecting meeting recordings, addresses risk mitigation and licence and use of the recordings.

Meeting Technical Procedure:

This section of the Policy establishes that the Village will use the ZOOM meeting and webinar function. It sets out how attendees (those who are not panelists such as Council and key members of Staff) will be able to make a presentation or participate during question period and establishes that Staff are responsible for the logistics related to setting up the meeting (extending invitations etc.).

Meeting Recordings:

This section confirms that the written minutes will be the official record of a meeting and commits that reasonable efforts will be made to ensure the Broadcasting works and the recording is made available to the public. However, there is a proviso that in the event of a technical difficulty meetings will not be cancelled, postponed or delayed due to technical challenges with the Broadcasting function.

As well, in order to ensure that all participants and attendees are aware that the meeting is being broadcasted, recorded and posted on the internet the Chair at the beginning of the meeting will read a statement that advises of such and includes instructions as to the meeting process (**Appendix C**).

Finally, the Policy commits to the recordings being uploaded to the Village's website within five (5) days of the meeting and will remain for three (3) years.

Risk Mitigation:

In order to address concerns related to inappropriate statements that may be offensive, the Policy gives the Chair the discretion and authority to stop or interrupt the Broadcasting of the meeting if they feel it is appropriate. As well, Council by majority vote also can direct Staff to stop the recording and remove recordings as appropriate.

Licence and Use:

This section establishes that the recordings are a copyright of the Village and that use of the recordings may be permitted under certain circumstances (ie: educational, non-commercial, news reporting) as long as it is not altered or modified.

Responsibilities:

Council is responsible for approving and amending the Policy and the Chief Administrative Officer is responsible for implementing the Policy.

The Policy is intended to be in place during the period in which the Village will be holding electronic meetings because of the protocols that have been put in place during the COVID-19 Pandemic. Recognizing that this form of meeting style has been positively received, if it is determined that streamlining and video recording of meetings will continue once Council is able to meet in person the Policy will need to be updated and/or revised as necessary and Council Chambers set up to accommodate any additional equipment that may be required.

COMMUNICATIONS

Upon approval of this Policy information will be posted on the Village's website. As noted, the meeting Chair will also read a statement at the beginning of each meeting to ensure participants and attendees are aware that the meeting is being live streamed and recorded.

LEGAL CONSIDERATIONS

The Policy has received legal review to address concerns related to personal privacy of those attending or participating at a meeting.

IMPACT ON BUDGET & STAFFING

The development of this Policy was facilitated in-house and incorporated into the day to day work of the Corporate & Legislative Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Policy will apply to any open committee or board meetings being held by the Village of Pemberton. As such, it will be the responsibility of the department that oversees the specific committee or board to ensure that the Chair reads the statement and follows the policy procedure and protocols. Corporate & Legislative Services will provide assistance as needed in implementing the Policy.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Consideration and approval of this Policy has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Consideration of this Policy meets with Strategic Priority No. Two: Good Governance where in the Village is committed to citizen engagement and being an open and accountable government

and Strategic Priority No. Three: Excellence in Service whereby the Village is committed to delivering the highest quality level of municipal services within the scope of our resources.

RECOMMENDATION

THAT Council give consideration to approving the Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings Policy.

ATTACHMENTS:

- Appendix A: Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings Policy
- Appendix B: Ministerial Order 139, dated May 1, 2020.
- Appendix C: Chairs Opening Remarks

Prepared by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings

Department:	<u>Council</u>	Policy No.:	<u>COU-011</u>
Sub-department:	<u>Corporate</u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

POLICY PURPOSE

The Video Recording and Broadcasting of Electronically Held Council Meetings Policy will provide guidelines for Broadcasting and management of video recordings of Council and Committee Meetings that are open to the public in the event of an emergency situation which requires the meetings to be held via electronic means and which also prevents the public from attending.

REFERENCES

The Village of Pemberton Records Management Bylaw
 Village of Pemberton Records Retention Schedule
 Council Procedure Bylaw
 Ministerial Orders 139, dated May 1, 2020, as amended or replaced

DEFINITIONS

- “Chair” means the Mayor or Chair of the meeting.
- “Chief Administrative Officer” means the Chief Administrative Officer as appointed by Council or their designate from time to time.
- “Council” means the Council of the Village of Pemberton and in this policy includes the Committee of the Whole.
- “Committee” means any committees, commissions or boards as established by Council.
- “Open Meeting” means any meeting of Council or a Committee open to the public in accordance with section 89 of the *Community Charter*.
- “Village” means the Village of Pemberton.
- “Village Website” means the website administered and controlled by the Village of Pemberton which may include other social media platforms controlled by the Village.

Department:	<u>Council</u>	Policy No.:	<u>COU-011</u>
Sub-department:	<u>Corporate</u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

POLICY

In the event of an emergency situation that precludes in-person attendance by Council, Staff or the public at open meetings of Council or Committees, meetings may be held by electronic means and may be broadcast, video recorded and posted on the Village’s website in an effort to ensure transparency, public participation and access to municipal decision making pursuant to a Ministerial Order.

Any Council meeting or portion of a Council meeting closed to the public in accordance with section 90 of the *Community Charter* will not be broadcast or recorded.

PROCEDURE

Meeting Technical Procedure:

The Village of Pemberton has elected to utilize the ZOOM Webinar program to facilitate virtual meetings during emergency situations that prevents Council, Staff and the public to attend an open meeting in person.

Council and Committee Meetings conducted using the ZOOM Webinar program allow Council or Committee members to attend as Panelists and the public to attend as Attendees.

Attendees making a presentation will be invited into the meeting to participate as a Panelist at the time the agenda item is considered. Following the presentation and if there are no questions from Council or Committee members the presenter’s role will be changed from Panelist back to Attendee.

During Open Question Period, members of the public who wish to ask a question (in accordance with Open Question Period Policy COU-002) will be unmuted by Staff in order to present their question to Council. Once the individual’s opportunity for questions is finished, their microphone will be returned to mute. A member of the public participating in Open Question Period remains an Attendee and does not have video capability.

Department:	<u>Council</u>	Policy No.:	<u>COU-011</u>
Sub-department:	<u>Corporate</u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

RISK MITIGATION:

Council meetings are a public forum of statements, questions and answers.

Opinions expressed and statements made during a Council or Committee meeting are those of the individual making them and not those of Council. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council or Committee meeting and which may be contained in the recording.

It is possible that statements could be made which may be regarded as offensive, defamatory, incorrect, or contrary to law and may be the subject of potential liability. As the broadcasting and publishing of recordings of meetings increases the potential audience, potential risks may also increase.

Accordingly, the Chair has the discretion and authority at any time to direct the termination or interruption of the broadcasting and recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.

Council may by a majority vote:

- a) Direct the Chief Administrative Officer to direct Staff to terminate or interrupt the recording of a Council meeting if they consider it advisable to do so due to conduct that is deemed inappropriate; or
- b) Direct the Chief Administrative Officer to direct Staff to remove recordings or portions of recordings from the Village's website where they consider it advisable to do so due to content, they deem inappropriate to be published.

Material considered to be inappropriate may include, but is not limited to, material that may:

- Be false or misleading communication which damages the reputation of another individual or organization;
- Infringe on copyright;
- Breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;

Department:	<u>Council</u>	Policy No.:	<u>COU-011</u>
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Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

- Be offensive;
- Constitute discrimination;
- Constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate;
- Disclose confidential or privileged information.

LICENCE AND USE:

Unless otherwise indicated, copyright to the recordings of meetings made available on the Village’s website is owned by the Village of Pemberton. Permission is granted to produce or reproduce the recordings posted on the website, or any substantial part of such recordings, for personal, non-commercial, educational and new reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Village.

For certainty, no person may use the recordings for commercial activity.

Unless expressly authorized herein, no part of the recorded materials posted on the Village’s website may be reproduced except in accordance with the provisions of the *Copyright Act*, as such *Act* may be amended or replaced from time to time, or with the express written permission of the Village.

RESPONSIBILITIES

Council is responsible to:

- a) Approve this Policy and any amendment thereto.

The Chief Administrative Officer is responsible to:

- a) Implement, monitor and evaluate this Policy.

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M139

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order made by MO 83/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 is made.

May 01, 2020

Date


Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 83/2020; OIC 207/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 2

Division 1 – General

Definitions

- 1 In this order:
 - “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**council**” has the same meaning as in the Schedule of the *Community Charter*;
 - “**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;
 - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
 - “**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
 - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;
 - “**trust body**” means
 - (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,as defined in the *Islands Trust Act*;
 - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
 - “**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2 (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
- (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order made by MO 83/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, if a council or a body does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, is not required to allow members of the public to attend an open meeting of the board, committee or body.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, if a board, a board committee or a body does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, if the Vancouver council or a body does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite

- (a) section 165.1 of the *Vancouver Charter*, and
- (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, is not required to allow members of the public to attend an open meeting of the trust body or board of variance.
- (2) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, if a trust body or board of variance does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.
- (4) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board or committee by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the *Regional District Electronic Meetings Regulation*, B.C. Reg. 271/2005, does not apply in respect

of a meeting conducted by means of electronic or other communication facilities under this section.

- (4) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9
- (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
 - (2) A member of the Vancouver council or other body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.
 - (4) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10
- (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee, other than an annual general meeting, by means of electronic or other communication facilities.
 - (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11** (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12** Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

Timing requirement for bylaw passage – regional districts

- 13** Despite section 228 [*bylaw adoption at same meeting as third reading*] of the *Local Government Act*, a board may adopt a bylaw described in that section at the same meeting at which the bylaw passes third reading if the motion for adoption receives the majority of the votes cast.

Timing requirement for bylaw passage – trust bodies

- 14** Despite section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, a trust body may adopt a bylaw on the same day that a bylaw has been given third reading.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 15** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and

- (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
 - (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the Islands Trust Regulation, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the Islands Trust Electronic Meetings Regulation, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 16**
- (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
 - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
 - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
 - (3) This section applies despite
 - (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 17**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial

information required by the inspector at the time of the annual general meeting of the improvement district.

- (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
- (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.

Appendix C

Chairs Speaking Notes ZOOM Webinar

For those in attendance please note that this meeting is a live webinar and is being recorded. A recording of the meeting will be posted on the Village's website for viewing by the public following the meeting.

While very effort has been and will be made to try to make sure that anyone who wishes to attend remotely may do so, this is a new meeting process that has been instituted to respond to the Provincial Health emergency and so we apologize if for any reason technical issues arise. Unfortunately, once the meeting starts, Village staff will not be able to respond to any enquiries related to any such technical problems

Members of the public who have joined the meeting as Attendees will be given an opportunity to ask questions during Open Question Period at the end of the meeting.

Once I have announced Question Period, please click on the "Raise Hand" feature in the webinar controls. This will notify Village Staff that you would like to ask a question and your microphone will be unmuted when it is your turn. As I indicated, recordings of the meeting, including this public input portion, will be posted online after the meeting.

Please be reminded that only questions directly related to business discussed during the Council Meeting are permitted.

Date: May 26, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, Manager of Development Services
Matthew Rempel, Planning & GIS Technician

Subject: Draft Pemberton Valley Recreational Trails Master Plan

PURPOSE

The purpose of this report is to inform Council on the Squamish-Lillooet Regional District's (SLRD) draft Pemberton Valley Recreational Trails Master Plan update; and to give Council an opportunity to provide comment on behalf of the Village's interests.

BACKGROUND

The draft Pemberton Valley Recreational Trails Master Plan is an update to the 2009 Trails Master Plan. It was undertaken to reflect the significant growth in trail usage and construction concerns surrounding the preservation of cultural and environmental values, as well as the increasing pressure from population growth impacting the present trails network.

The update to the Trails Master Plan was a collaborative effort between the SLRD, Village of Pemberton, Lil'wat Nation, Recreation Sites and Trails BC (RSTBC) and local user groups including Pemberton Valley Trails Association (PVTA) and the Pemberton Off-Road Cycling Association (PORCA). The scope of the Plan is within the Pemberton Valley as a whole and focuses on summer recreation. The document and associated maps are intended to become the community's primary reference document for future planning and development of trails in the area. The draft Pemberton Valley Recreational Trails Master Plan is attached as **Appendix A**.

DISCUSSION & COMMENTS

The updated Trails Master Plan (Plan) provides direction for existing and future trail development within and beyond the Village of Pemberton. There are several priorities and recommendations which pertain to the Village in particular regarding the future management of recreational trails. As this Plan will be the guiding document for the future development of recreation trails, it is recommended that Village Council consider the recommendations and policies that are considered in the Plan.

Below is an excerpt of sections of the Plan which Staff has identified as directly relevant to the Village of Pemberton. These excerpts are grouped based on the sections in the Plan and are as follows:

- Priorities by Trail Area;
- General Priorities and Recommendations;
- Management Strategies; and
- Implementation Plan

Priorities by Trail Area

Section 7.1: One Mile Lake Trail Area

Opportunities:

- Utilize the existing Lil'wat Nation interpretive sign at the One Mile Lake parking area to educate the public about Lil'wat Nation history and culture. Clarify approval process for placing any interpretive or trail signage in One Mile Lake Park with the Village of Pemberton before erecting.
- Clarify approval/referral process with the Village of Pemberton to add or enhance trails within One Mile Lake Park.
- Equestrian use within heavily used areas of One Mile Lake Park is not permitted (Rotary Trail, Lake Loop, Boardwalks); however, horses are permitted on the One Mile Lake Nature Centre service road that follows Pemberton Creek and on the west side of Highway 99, along the Tour de Soo Trail.

General Recommendations and Priorities:

- Lil'wat Nation must be consulted on trail re-routing and/or major maintenance projects on all existing trails in the Spirited Ground area;
- Village of Pemberton must be consulted on all trail building/enhancements in the One Mile Lake Park;
- Install signage on downhill mountain bike trails to mitigate potential conflict with other trail users;
- Create hiking loops through area by building links between existing trails rather than entirely new trails.

Specific Recommendations and Priorities:

- Create a new beginner loop trail along One Mile Creek near the Pemberton Valley Lodge and behind the Peaks (near Bob's Loop) that would be family friendly and close to town;
- Create a more sustainable, rideable trail above Pickle Surprise that follows the contours gently down to One Mile Lake;
- Revamp Lower K2 to reduce erosion;
- Explore opportunities to build a loop trail at the end of the Tour de Soo horse trail. This will require close consultation with the Lil'wat Nation to ensure the alignment does not impact cultural and environmental values uphill of the existing Tour de Soo trail;
- Enhance the kids' trail at the southern end of One Mile Lake (Thuja Plicata) by linking nearby existing trails to create a green-level loop trail;

- Priority trails, as collected from the public survey and Pemberton Community meeting attendees, are Pioneer, Fizzy Pop, Brake-Away, Dog Beach, Murse Made, Newsflash, and Piece of Cake;
- Explore opportunities for alternate routes from the One Mile Lake Dog Beach area to the mountain bike trails on Signal Hill to alleviate user conflict on the One Mile Lake Loop.

Staff Comments/Concerns: *All new trail development in the One Mile Lake Park area would require sanction by the Village of Pemberton and should meet the objectives of the One Mile Lake Park Master Plan. The Village would need to establish a process/procedure by which plans for new trails could be evaluated before the work is undertaken by local user groups or rogue individuals.*

Section 7.2 Upper Benchlands

Opportunities:

- The PVTA has an opportunity to work with local government and the private land developer to legally establish trails and trail access throughout the land development process.

Constraints:

- A significant portion of the existing trails in this area pass through private lands. Continued use of these trails will be at the discretion of the future property owner.

Recommendations and Priorities:

- Of the trails not authorized under Forest Range and Practices Act (FRPA), Kaos and Jank Ridge were noted as priorities by trail users who provided responses at the community meeting(s) and survey.
- Trail users who provided responses at the community meeting(s) and survey identified a need for additional staging facilities near the bottom of Fat Tug or in the vicinity of the Pemberton Creek trail. However, the area is primarily residential and space for development may be limited.

Staff Comments/Concerns: *The results of community consultation with respect to priority trails in the Benchlands area shall be taken into consideration when the Village of Pemberton reviews anticipated land use and development applications from the new owner. The Village notes that although the Plan refers to Lil'wat Nation Option Lands in this area, this is erroneous and should be revised.*

At this time, the Village would not support use of street parking on Eagle Drive as a mountain biking/hiking staging area, and may place restrictions to limit parking to residents only. There is limited parking available at Staehli Park that could be used by trail users; however this is not preferred as it is intended for use by Park users. This area should be recommended as "hike/bike in" only at this time.

Section 7.2 Rutherford Trail Area

Opportunities:

- As it is separated from residential areas, and adjacent to the winter snowmobile use, the Rutherford Trail area has benefits for dirt biking. The Pemberton Dirt Bike Association has applied to the Province for a dirt bike trail above the current mountain biking trails.

Constraints:

- Active forestry operations take place in this area;
- A portion of the Rutherford area is within the Village of Pemberton boundaries; authorizations may be required.
- There is a “hot spot” noted adjacent to Highway 99, and may contain an archeological site as shown in Fig. 7.9.

Recommendations and Priorities:

- The PVTA, Village of Pemberton and the Lil'wat Nation should maintain an ongoing dialogue regarding timber harvesting and trail building to mitigate possible conflicts;
- Any valley bottom trail proposed in this area, such as Sea to Sky Trail, will need to be reviewed by the Lil'wat Nation to ensure there is no impact to the possible archaeological site or other Lil'wat Nation interests and by the Village of Pemberton;
- PhD Trail needs some re-routing and improvements, especially at the bottom due to industrial activity in the area.

Staff Comments/Concerns: *Trail use and staging/parking should not interfere with industrial activities in this area. There are limited or no public amenities, i.e., restrooms, running water and garbage receptacles so trail users should be prepared to “pack it in, pack it out”.*

General Priorities and Recommendations

Section 8.4 Community, Outreach, Education and Communication

- The SLRD, Lil'wat Nation, Village of Pemberton, PVTA, PORCA and Recreation Sites and Trails BC should maintain an ongoing and open dialogue, working together and forming partnerships where possible; Create Plan Monitoring Committee.

Staff Comments/Concerns: *The Village is open to continue working with the other partners on outreach and education. Staff would need to determine which department(s) would be represented on a future Plan Monitoring Committee and if there is staffing/budget available.*

Management Strategies

Section 9.1.4 Lil'wat Nation Pre-Approval Process

The current FRPA s. 57 application process has caused significant frustration for trail builders and organizations. The time delay between a s. 57 application and the province beginning its

referral process is lengthy, sometimes longer than one (1) year. The Plan is recommending that Lil'wat approval is sought first, before submitting the s.57 to the province.

- Supplemental to this process, the Plan recommends that the SLRD and Village of Pemberton, as part of their existing trails funding program provide support to trail builders, whether administrative or financial, to help with the process of researching and writing the application.

Staff Comments/Concerns: *The Village would need to determine which department(s) and the scope of administrative support that could be provided for the approval process. Financial support would be contingent on the available budget.*

Section 9.3 Funding and Resource Strategies

- In order to properly assess the trail and potential impacts/benefits to Lil'wat Nation, an assessment of the area may be required. The potential costs associated with the field reconnaissance and/or archaeological assessments is often difficult for volunteer organizations to obtain. The SLRD, Village of Pemberton and Trails Groups should consider requesting that the Province (RSTBC) devote resources to trail referrals and the review work. RSTBC could be requested to seek annual seed funding to be devoted to archaeological studies and other due diligence work required during the review and approval process for the trail.

Section 9.3.1 Proposed Grant Application Approach

- The predominant model for funding trail management is through grants to various stakeholders. Given the often strict conditions for private and non-profit grants, application for grants will remain the purview of each of the Pemberton Valley's stakeholder groups. However, it is recommended that, where possible, the SLRD or Village of Pemberton serve as the applicant or provide support for stakeholder applications.

Staff Comments/Concerns: *The Village of Pemberton has a Communications and Grants Coordinator on staff that has assisted other not-for-profits with grant applications and may be able to provide support to organizations; however capacity/workplan constraints will need to be considered to offer this support.*

Implementation Plan

10.1 Trails Plan Monitoring Committee

- Establish a Trails Plan Monitoring Committee to support the exchange of information and foster effective communication between all trail users, ultimately enhancing the trail planning process. At the time of writing, it is recommended that the following be included: SLRD, Village of Pemberton, Lil'wat Nation, PVTA, PORCA and PWA.

10.2 Plan Implementation

- The SLRD and Village of Pemberton should continue to provide financial support through the Pemberton Valley Recreational Trails Service for trails development to support recreation for residents and visitors.

Staff Comments/Concerns: *The Village would need to determine which department(s) would be represented on a future Plan Monitoring Committee and if there is staffing/budget available.*

10.3 Community Outreach, Education and Communication

- Development permits for private development issued by the SLRD and Village of Pemberton should continue to express the need to replace any lost trails with trails of a similar character (classification and designation).

Staff Comments/Concerns: *The Village is supportive of the intent of this Action; however, the Development Permit stage is not the correct stage to express the desire for a no-net loss trail policy (the issuance of Development Permits is a not discretionary decision of Council). It would be more appropriate to express this desire in a Village or SLRD Policy such as an Official Community Plan (OCP). At the OCP development (or amendment) and/or rezoning stage, the Village could then require this as a condition of a Land Agreement to be registered on title.*

The above excerpts from the Plan have been identified by Staff as components which directly involve the Village. As the Plan is a comprehensive document that provides direction on a broad range of components, it should be noted that the excerpts outlined above are not an exhaustive list of policies and recommendations which may relate to the Village. Geographically, the Village is located at the center of this plan, therefore any policies and actions related to recreational trails in the Pemberton Valley will likely have some influence on the Village.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing as this report is for Council to provide comment.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approval required at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The Pemberton Valley Recreation Trails Master Plan is a collaborative Plan which will provide benefits to residents throughout the Pemberton Valley and the cycling-tourism sector. Future directions will have to work collaboratively and respond to initiatives undertaken by Village of Pemberton, Lil'wat Nation, Squamish-Lillooet Regional District and local community groups.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Informing Council on regional plans meets with Strategic Priority Two: Good Governance in which the Village is committed to being an open and accountable government and Strategic Priority Four: Social Responsibility in which the Village strives to create a strong and vibrant community, recognizing the importance and benefits of both healthy, engaged citizens as well as an accessible and well-managed natural environment.

RECOMMENDATIONS

THAT Council consider Staff comments and support the draft Pemberton Valley Recreation Trails Master Plan.

Attachments:

Appendix A: Draft Pemberton Valley Recreational Trails Master Plan

Prepared by:	Matthew Rempel, Planning & GIS Technician
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

THE VILLAGE OF PEMBERTON
BYLAW NO. 883, 2020

Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 2018

WHEREAS the Council may amend its Zoning Bylaw from time to time;

AND WHEREAS the Council of the Village of Pemberton deems it desirable to amend the Zoning Bylaw to accommodate duplex dwellings within multi-family residential developments in the Sunstone RTA-1 Zone;

NOW THEREFORE the Council of the Village of Pemberton in open meeting assembled **ENACTS AS FOLLOWS:**

1. CITATION

This Bylaw may be cited for all purposes as “Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020.”

2. Village of Pemberton Zoning Bylaw No. 832, 2018 is amended by:

I) Adding the following sub-section as 13.2.1 (c) as a Permitted Principal Use in the Residential Townhouse Amenity 1, Sunstone Zone in the Zoning Bylaw:

(c) Dwelling, Duplex

II) Adding the following subsection as a Condition of Use 13.2.3 (b) for duplex dwellings in the Residential Townhouse Amenity 1, Sunstone Zone in the Zoning Bylaw:

(b) Duplex dwellings are permitted in multi-family developments of three units or greater, on lots greater than 1,850 m².

III) Renumbering the remainder of Section 13.2.3 of the Zoning Bylaw to incorporate the new Condition of Use.

READ A FIRST TIME this 5th day of May 2020.

READ A SECOND TIME this 5th day of May 2020.

NOTICE OF PUBLIC HEARING FOR ZONING AMENDMENT (SUNSTONE RTA-1 TEXT AMENDMENT) BYLAW NO. 883, 2020 WAS PUBLISHED IN THE PIQUE NEWSMAGAZINE ON MAY 14TH, 2020 AND MAY 21ST, 2020.

PUBLIC HEARING HELD this 26TH day of May 2020.

READ A THIRD TIME this _____ day of _____, 2020.

ADOPTED this _____ day of _____, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

May 8, 2020

Dear Friends & Neighbours,

Canadian culture, heritage and sport organizations play an essential role in our society. They strengthen the development of our communities and our national identity and are a significant contributor to the Canadian economy. I am proud to represent a riding that is home to a myriad of incredible organizations who have contributed to the rich cultural fabric of our community.

Unfortunately, cultural, heritage and sport organizations are among the most affected by COVID-19, which is why our Government has taken action to support them through the pandemic. On April 17, 2020, the [Prime Minister announced](#) funding of \$500 million to establish a new COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations, which will provide additional temporary relief to support organizations that are facing financial pressure as a result of COVID-19. This fund will help maintain jobs and support business continuity for organizations whose cash flow and short-term operational viability have been negatively impacted by COVID-19.

This complementary emergency funding will be delivered in two-phases, through a streamlined process that will facilitate the rapid distribution of funds in a manner that is consistent across all organizations. All details on eligibility, application process and distribution of funds are now available on the [Department of Canadian Heritage website](#). We invite you to consult these web pages to find out if your organization is eligible as well as how and when you can apply:

- [Q&A](#)
- [News release](#) and [Backgrounder](#)
- [Information for Canadian Heritage grants and contributions recipients related to COVID-19](#)

Canadian Heritage will also keep disbursing grants and contributions even if events or activities are cancelled, so that organizations can use the funding to cover eligible costs incurred. You may consult the website and contact your organization's program representative at Canadian Heritage to see how this may apply to you.

...2/

Constituency Ottawa

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West Vancouver 229 Wellington Street, Ottawa

British Columbia V7W 2G5 Ontario K1A 0A6

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Village of Pemberton

Regular Council Meeting No. 1515

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The Emergency Support Fund for Cultural, Heritage and Sport Organizations complements other Government of Canada measures to help Canadian workers and employers impacted by COVID-19, including the Canada Emergency Response Benefit (CERB), the Canada Emergency Wage Subsidy (CEWS), the Business Credit Availability Program (BCAP), and the Canada Emergency Commercial Rent Assistance for Small Businesses.

We will continue to stand with you throughout this difficult time. Please let us know if you have any questions or concerns, and feel free to share this information with your network.

Sincerely,



Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country



2020-May-13

Via email: AG.Minister@gov.bc.ca

Honourable David Eby, Q.C.
Attorney General
Parliament Buildings (Room 232)
Victoria, BC V8V 1X4

Dear Minister Eby,

Re: Supporting Businesses by Making Liquor Licensing More Flexible

At the Special Council meeting of 2020-May-11, the City of Nanaimo Mayor and Council, by way of motion, unanimously supported the City of North Vancouver - Mayor Linda Buchanan's letter of May 8, 2020 regarding the request for flexibility with the liquor licensing regulations for businesses who are looking to expand their outdoor seating area as BC begins its COVID-19 Phase 2 restart plan with enhanced protocols.

Council's motion reads as follows:

"It was moved and seconded that Council direct Mayor Krog to write a letter in support of the City of North Vancouver's request to Honourable David Eby, Q.C. supporting businesses by making liquor licensing more flexible."

The City of Nanaimo firmly believes if the province can provide pliancy, in these unprecedented times, to amend the current liquor licensing regulations community businesses will have a better chance of success.

Sincerely,



Leonard Krog
MAYOR

cc: Mayor Linda Buchanan, City of North Vancouver, mayor@cnv.org
All BC municipal governments
MLA Sheila Malcolmson, sheila.malcolmson.mla@leg.bc.ca
MLA Doug Routley, douglas.routley.mla@leg.bc.ca
Michelle Stilwell, michelle.stilwell.mla@leg.bc.ca
Nanaimo Chamber of Commerce, ceo@nanaimochamber.bc.ca

The City of North Vancouver
OFFICE OF MAYOR LINDA BUCHANAN



May 8, 2020

Hon. David Eby
Room 232 Parliament Buildings
501 Belleville St.
Victoria, BC V8V 1X4

Dear Minister Eby:

RE: Supporting Businesses by Making Liquor Licensing More Flexible

As Mayor of the City of North Vancouver I want to start by thanking you for the work you have done to serve British Columbians.

I appreciate how quickly your government has responded to the needs of people and businesses. This pandemic has highlighted, among other things, the agility and speed of our public service when they are needed urgently.

It is with that same urgency I ask you to consider examining how we can increase flexibility in outdoor seating and liquor licensing in support of our businesses.

I have been hosting business round tables to learn about the unique needs of our business sectors. From these conversations I have learned of a few actions that could be taken immediately to ensure restaurants, pubs, and breweries can be resilient businesses as we begin to re-open gradually.

As you are aware, the current liquor licensing regulations for pubs, breweries and restaurants requires only permanent changes when adding potential capacity such as increased outdoor patio space.

Our City is in the process of revising our outdoor dining process to allow these businesses to expand their patio areas on a temporary basis as we begin BC's restart plan. This will assist these businesses to be able to serve customers on their premises while meeting safe distancing requirements.

My understanding is that the current provincial licensing requirements will not permit temporary changes, therefore I am concerned this will negatively impact these businesses and discourage many from being able to open up to serve the public on their premises.

Changing this model to allow greater flexibility could be the difference in countless businesses being able to keep their doors open and expanding their service from their current significantly reduced levels.

We have seen new challenges like never before, and your government has acted swiftly to deliver results. I urge you to consider what I have detailed to you in this letter. We now know

changes can happen quickly when they are needed, and these changes are needed immediately to support our food and liquor industry.

Do not hesitate to contact me if you require additional information. I thank you in advance for your consideration.

Yours Truly,



Linda Buchanan
Mayor of the City of North Vancouver

- c.c. All B.C. municipal governments
- Bowinn Ma, MLA for North Vancouver-Lonsdale
- BC Restaurant & Food Services Association
- Alliance of Beverage Licensees
- BC Craft Brewer's Guild
- North Vancouver Chamber of Commerce
- Lower Lonsdale Business Improvement Association



RECEIVED

MAY 19 2020

Village of Pemberton

May 13, 2020

Ref: 249732

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

Dear Mayor Richman:

This year, June 1-7 marks British Columbia's Child and Youth in Care Week. I invite you and your community to join British Columbians in celebrating the strength, creativity, resilience and tenacity of young people who are in or have been in care.

Child and Youth in Care week is a chance to break the stigma that these youth face. Sadly, the stories told of young people in care are often ones of tragedy and broken commitments, but British Columbia's children and youth in care are so much more than these stories. They are artists, athletes, storytellers, caregivers, and activists. They are our province's future teachers, mechanics, doctors, researchers, parents and leaders. Join us in offering an alternative story and elevating the voices of children and youth. With their unique lived expertise, young people who are in or have been in care deserve to be celebrated and honoured for the love and diversity they bring to all our communities.

We hope that you will find time over Child and Youth in Care Week to spread a message of awareness and care in your communities. Face-to-face events will not be taking place this year due to the COVID-19 pandemic, but I encourage you to visit the Web site for tips and ideas for virtual events and other creative ways to celebrate at www.bcchildandyoungincareweek.com. You can also help promote this message of celebration using the Web site's social media tools.

Thank you for your support of British Columbia's children and youth in care. If you have any questions or require more information, please contact the Federation of BC Youth in Care Networks at info@fbcyicn.ca.

Sincerely,

Katrine Conroy
Minister of Children and Family Development

Ministry of
Children and Family
Development

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Location:
Parliament Buildings
Victoria



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

May 19, 2020

Dear Friends & Neighbours,

In April, our Government announced an investment of \$350 million to support vulnerable Canadians through charities and non-profit organizations that deliver essential services to those in need. The **Emergency Community Support Fund** aims to help community organizations adapt frontline services for vulnerable Canadians – such as seniors, people with disabilities, veterans, newcomers, women, children and youth, LGBTQ2 people, Indigenous people and racialized people – to the challenges of COVID-19.

I am happy to announce that **charities and non-profit organizations can now apply for funding as of May 19, 2020.**

Eligible community organizations will be able to apply for funds through the Government's national partners or their local entities. Interested community organizations are encouraged to visit intermediary partner websites regularly to learn more about how to apply.

- [The Canadian Red Cross](#)
- [Community Foundations of Canada](#)
- [United Way Centraide Canada](#)

Please see the attached Fact Sheet and Q&A documents for more details and information.

With these further supports, we are making sure vulnerable Canadians feeling the financial and social impacts of COVID-19 can get the help they need, when they need it most. Thank you to our national partners and the many local community groups and organizations helping vulnerable Canadians during this difficult time. We are incredibly grateful for all that you do.

Sincerely,

Patrick Weiler, MP

West Vancouver-Sunshine Coast-Sea to Sky Country

Constituency Ottawa

6367 Bruce Street Suite 282, Confederation Building

West Vancouver 229 Wellington Street, Ottawa

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Village of Pemberton

Regular Council Meeting No. 1515

Tuesday, May 26, 2020

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The Emergency Community Support Fund

Funding via Intermediary Organizations

Objectives

To improve the ability of community organizations to serve vulnerable populations during the COVID-19 crisis. To achieve this, intermediary organizations will:

- 1) Focus on the most pressing social inclusion and wellbeing needs of vulnerable populations.
- 2) Ensure funds reach all provinces and territories and all vulnerable populations.
- 3) Move money to community organizations as quickly as possible.
- 4) Put decisions in local hands where possible and allow flexibility to respond to local needs.
- 5) Avoid funding project costs already funded by another source.

Eligible Organizations

Qualified donees (including charities) and non-profit organizations, including faith-based organizations, serving vulnerable populations during the COVID-19 crisis.

Distribution of Resources

Three national intermediaries – the Canadian Red Cross, Community Foundations of Canada and the United Way Centraide Canada – will disburse funds to community organizations.

	Canadian Red Cross	Community Foundations Canada	United Way Centraide
Method	National intake through an online portal	National and local intake through an online portal	National website linking to local intake by United Way Centraides
Decision-Making	National (with regional and local representatives)	Local (community foundations)	Local (United Way Centraides)
Type of Organization	Non-profit organizations serving vulnerable populations	Qualified donees (including charities) serving vulnerable populations	Qualified donees (including charities) serving vulnerable populations. In some cases, non-profits may also be supported through an appropriate trustee relationship with a qualified donee.

Each intermediary will allocate funding across provinces and territories according to population (2016 Census) and make any adjustments necessary to account for regional, local or population needs or for

the number of applications from community organizations. Funding will become available in mid-May and decisions will be made either at a point in time or on a rolling basis.

Selection Criteria

An intermediary will fund a community organization to deliver a project only if the project:

- Addresses a pressing social inclusion or well-being need caused by COVID-19, by supplying the necessities of life, supporting activities of daily living, such as through education materials for children in low-income homes, mental health supports for people in crisis and accessibility services to persons with disabilities;
- Serves one or more vulnerable populations during COVID-19;
- Can be carried out in a short timeframe with a reasonable budget; and
- Can attest to not having secured funds to cover the costs of the activities for which they have applied from another intermediary, another federal COVID-19 response program or a different source.

Each intermediary (and each local entity) may customize assessment somewhat to fit its context.

Ensuring Reach and Equitable Distribution

To ensure that funds reach all regions and vulnerable populations, ESDC will require each intermediary to:

- Allocate funds to every province and territory according to population and adjust if necessary by need and by the number of applications from community organizations;
- Make funding available to all vulnerable populations; and
- Reach out to community organizations beyond its regular partners.

ESDC will work with other federal departments to promote the funding opportunity to community organizations in the networks of those other departments.

Applying for Funding

Community-based organizations from across the country will be able to apply for funding to support a variety of activities that address a pressing social inclusion or well-being need caused by COVID-19.

As of May 19, 2020, eligible community organizations, will be able to apply for funds through the national partners or their local entities. Interested community organizations are encouraged to visit intermediary partner websites regularly to learn more about how to apply.

- [The Canadian Red Cross](#)
- [Community Foundations of Canada](#)
- [United Way Centraide Canada](#)

The Departmental website for the Emergency Community Support Fund ([ENG/FRE](#)) will include information on how to contact each intermediary.

Complementary Projects

The Emergency Community Support Fund will also fund two complementary projects:

- the Canadian Red Cross to train up to 70,000 existing volunteers and staff of community organizations on how to prevent the spread of disease and provide them with a 60-day supply of gloves and masks; and
- the United Way to offer pan-Canadian access to helpline support by activating a 1-800 line will in regions where 211 services is not offered to meet rising demand during the crisis

To find more information please visit:

- [United Way Centraide Canada](#)
- [Canadian Red Cross](#)
- [Community Foundations of Canada](#)

COVID-19 – Emergency Community Support Fund

Questions and Answers – Post- Launch

1. What is the objective of Emergency Community Support Fund?

The objective of the Emergency Community Support Fund is to improve the ability of community organizations to serve vulnerable populations, such as seniors, youth, Indigenous people, veterans, visible minorities including Black Canadians , women, LGTBQ2S+ people, low-income people, unemployed people, single-parent families or newcomers to Canada or persons with disabilities, experiencing homelessness, living in remote or rural areas or from an official language minority community, during the COVID-19 crisis.

2. Which organizations will the Government of Canada work with to disburse funds?

The Government of Canada will work with the United Way Centraide Canada, the Canadian Red Cross and Community Foundations of Canada, national-level partners that have vast networks and deep reach across the country. Funding could also be used to address specific gaps that emerge in specialized services for particular groups.

3. How will funding be allocated to the intermediary organizations?

The Emergency Community Support Fund has three components:

- funding allocated to three national intermediaries, the Canadian Red Cross, Community Foundations of Canada and the United Way Centraide Canada, to disburse funds directly to local community organizations that need to adapt their services during COVID-19; and
- complementary support for the Canadian Red Cross to train and equip the volunteers of community organizations and funding to the United Way Centraide Canada to enhance the social services helpline 211

Over the coming weeks, Employment and Social Development Canada (ESDC) will monitor early results of efforts by the United Way Centraide Canada, the Canadian Red Cross and Community Foundations of Canada through reports and weekly calls. The Department will work closely with intermediaries to ensure a clear understanding of which vulnerable groups are served by the organizations being funded and what gaps in coverage, if any, are emerging.

4. How can local charities and non-profit organizations access the funding?

Applications for financial support will open May 19, 2020 for qualified donees (including charities) and non-profits serving vulnerable Canadians amidst the COVID-19 pandemic.

Eligible community organizations will be able to apply for funds through the national partners or their local entities. Interested community organizations are encouraged to visit intermediary partner websites regularly to learn more about how to apply.

- [The Canadian Red Cross](#)
- [Community Foundations of Canada](#)
- [United Way Centraide Canada](#)

The ESDC website for the Emergency Community Support Fund ([ENG/FRE](#)) includes information on how to contact each intermediary.

	Canadian Red Cross	Community Foundations Canada	United Way Centraide Canada
Intake Method	National intake through an online portal	National and local intake through an online portal	National web link to local intake through United Way agencies
Eligible Organizations	Non-profits serving vulnerable Canadians	Qualified donees (including charities) serving vulnerable Canadians	Qualified donees (including charities) serving vulnerable Canadians In some cases, non-profits may also be supported through an appropriate trustee relationship with a qualified donee.
Decision-Making	National (with regional and local representatives)	Local (community foundations)	Local (United Way agencies)

5. Who will be eligible to receive funding?

Qualified donees (including charities) and non-profit organizations, including faith-based organizations, providing services directly to vulnerable populations during the COVID-19 crisis will be eligible to receive funding. Additional criteria will be used to select organizations. Intermediaries (and local entities) may customize assessment somewhat to reflect local needs and circumstances. Interested community organizations are

encouraged to visit intermediary partner websites regularly to learn more about how to apply.

6. Which vulnerable populations will be supported with the funding?

Community organizations who serve vulnerable populations, such as seniors, youth, Indigenous people, veterans, visible minorities including Black Canadians, women, LGBTQ2S+ people, low-income people, unemployed people, single-parent families or newcomers to Canada or persons with disabilities, experiencing homelessness, living in remote or rural areas or from an official language minority community, will be eligible to receive funding through the Emergency Community Support Fund.

7. How will organizations be selected?

An intermediary will fund a community organization to deliver a project only if the project:

- Addresses a pressing social inclusion or well-being need caused by COVID-19, by supplying the necessities of life, supporting activities of daily living, such as through education materials for children in low-income homes, mental health supports for people in crisis and accessibility services to persons with disabilities;
- Serves one or more vulnerable populations during COVID-19;
- Can be carried out in a short timeframe with a reasonable budget; and
- Can attest to not having secured funds to cover the costs of the activities for which they have applied from another intermediary, another federal COVID-19 response program or a different source.

8. What is the size of grants available to community organizations?

The Emergency Community Support Fund will be distributed amongst the three intermediaries to provide funding to community organizations serving vulnerable populations. The size of the grants may vary as the Support Fund has been designed to be responsive to locally identified needs. This could include projects smaller in scope and size (i.e. purchasing education materials for at-risk youth in a rural community) and larger-scale initiatives (i.e. service reorientation for a community organization serving persons with intellectual disabilities in an urban center). More information on the size of the grants will be available on the intermediary partner websites.

9. How quickly will community organizations receive money?

The United Way Centraide Canada, the Canadian Red Cross and Community Foundations of Canada have the granting infrastructure, processes and capacity to be able to rapidly deliver using a rolling decision-making process.

As the needs of communities emerge or change, they will also have the flexibility to deliver responsive support. It is anticipated that funding will become available for qualified donees (including charities) and non-profits in mid-May 2020.

10. What other projects will be funded through this initiative?

The Emergency Community Support Fund has two complementary projects:

- The Canadian Red Cross will train up to 70,000 existing volunteers and staff of community organizations on how to prevent the spread of disease and provide them with a 60-day supply of gloves and masks.
- The United Way Centraide Canada will increase the capacity of the 211 help line to meet demand during the crisis, including establishing a nation-wide 1-800 number to deal with COVID-19 related information needs.

11. How will you ensure funds are being used effectively and efficiently?

The intermediaries will report on the disbursement of funds after four weeks, and update on results every three weeks thereafter, providing a timely source of information on coverage. ESDC will also work closely with other federal departments to identify any emerging gaps.

12. How will we ensure support for vulnerable groups and organizations serving vulnerable populations?

The intermediaries will adopt a Gender Based Analysis Plus approach on grant making decisions. Through their application and selection processes, intermediaries will collect data on the vulnerable groups supported through the Fund. For example, data collected could provide insights on organizations supporting members of the LGBTQ2 community receiving funding, organizations serving rural/remote areas, and/or organizations serving specific populations i.e., children, newcomers, racialized minorities – such as Black Canadians, etc.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

May 21, 2020

Dear Friends & Neighbours,

Municipalities are at the heart of local decision making, delivering the frontline essential services and infrastructure that supports our communities. Whether it is affordable housing, public transit and transportation, or climate change, it is vital that municipalities have the resources they need to provide the services upon which we all rely.

I am therefore pleased to relay new funding opportunities and supports that have been recently announced by the Federation of Canadian Municipalities (FCM):

Asset Management Grants for Municipalities

FCM is now offering new grants of up to \$50,000 to help municipalities strengthen their asset management practices through the federally funded FCM’s Municipal Asset Management Program. This federal-municipal partnership will enable funding support for hundreds of municipal projects, including in many smaller and rural communities.

Sustainable Housing through the Green Municipal Fund

FCM’s Green Municipal Fund has announced a new \$300 million initiative to support local affordable housing providers to retrofit existing affordable housing, or build new, energy efficient units that emit lower GHG emissions. Funded by the Government of Canada, this investment will be delivered through FCM’s **Sustainable Affordable Housing** initiative, which assists municipal providers, not-for-profit organizations, or housing co-ops with grants, loans and capacity-building opportunities.

COVID-19 Municipal Hub

FCM has created an online hub of resources to support local municipal responses to the pandemic. The COVID-19 Municipal Hub provides valuable information, tools, and resources that may be of interest to you. It will be updated regularly, so be sure to check back for the latest information.

...2/

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Village of Pemberton

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Our Government is proud to work with the Federation of Canadian Municipalities on these important investments and funding opportunities. We know they will help strengthen our local communities and ensure Canadians have the services to enjoy a good quality of life. As well, we know that in light of COVID-19, it is more important than ever for the federal government to be a strong partner as municipalities respond to the unprecedented challenges of the pandemic.

Our office stands ready to help in any way that we can, so please do not hesitate to reach out with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Weiler', is positioned above the printed name.

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

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*