

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, June 16, 2020 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1517.

"This meeting is being recorded as authorized by the Village of Pemberton Video Recording & Broadcasting of Electronically Held Council, Committee, and Board Meetings"

*** 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. 5:30 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 | |
| Recommendation: THAT the Agenda be approved as presented. | |
| 3. ADOPTION OF MINUTES | |
| a) Regular Council Meeting No. 1515, Tuesday, May 26, 2020 | 4 |
| Recommendation: THAT the minutes of Regular Council Meeting No. 1515, held Tuesday, May 26, 2020, be adopted as circulated. | |
| b) Special Council Meeting No. 1516, Tuesday, June 9, 2020 | 12 |
| Recommendation: THAT the minutes of Special Council Meeting No. 1516, held Tuesday, June 9, 2020, be adopted as circulated. | |
| c) Public Hearing Minutes for Zoning Amendment (Sunstone RTA-1) Bylaw No. 883, 2020, Tuesday May 26, 2020 – Receive for Information | 15 |
| Recommendation: THAT the minutes of the Public Hearing for Zoning Amendment (Sunstone RTA-1) Bylaw No. 883, 2020, be received. | |
| 4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING | |
| 5. RISE WITH REPORT FROM IN CAMERA | |
| a) Village of Pemberton Bursary Recipient | |
| b) Mayor's Task Force on COVID-19 Response and Recovery – Committee Appointments | |
| 6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE | |
| 7. COMMITTEE MINUTES - FOR INFORMATION | |
| There are no committee minutes for information. | |
| 8. DELEGATIONS | |
| There are no delegation presentations. | |

9. REPORTS

a) Office of the Chief Administrative Officer

- i. **Pemberton Economic Development Collaborative, Request to Reinstate BC Rural Dividend Program Funding – Verbal Report** 19

b) Development Services

- i. **Temporary Use Permit – (TUP009) – 1394 Portage Road – Food Truck** 21

Recommendation: THAT Council authorize the issuance of Temporary Use Permit No.009 to permit a food truck to be temporarily located at 1394 Portage Road, legally described as Lot B, DL 203, LLD EPP46258, for a period of three (3) years subject to the Applicant fulfilling the following conditions to the satisfaction of the Manager of Development Services:

- The applicant submits written confirmation of access from the neighbouring lot 1392 Portage Road, legally described as Lot 4 DL 203 LDP EPP1760;
- The applicant provides an alternative to the use of bark mulch as a landscaping cover and provide a revised landscaping plan that incorporates FireSmart principles;
- Any landscaping must comply with the Village of Pemberton Plant List; and Any and all fees incurred over and above the non-refundable deposit for the processing of the Temporary Use Permit Renewal application be paid by the applicants.

- ii. **Non-Medical (Recreational) Cannabis Retail Policy DEV-11 Amendment** 46

Recommendation: THAT Council approves the amended Non-Medical (Recreational) Cannabis Retail Policy.

- iii. **Village of Pemberton Plant List 2020** 68

Recommendation: THAT Council receive the Village of Pemberton Plant List (June 2020).

c) Recreation Services

- i. **Recreation Services Department 2020 First Quarter Update** 88

Recommendation: THAT the Recreation Services Department 2020 First Quarter Report be received for information.

- ii. **Recreation Services Return to Play Update** 92

Recommendation: THAT the Recreation Services Return to Play Update be received.

d) MAYOR'S Report

e) COUNCILLORS' Reports

10. BYLAWS

a) Bylaw for First, Second, Third, and Fourth Readings

- i. **Village of Pemberton Bylaw Notice Enforcement Amendment Bylaw No. 885, 2020** 99

Recommendation: THAT Village of Pemberton Bylaw Notice Enforcement Amendment Bylaw No. 885, 2020, be given First, Second, Third and Fourth Readings.

b) Bylaws for Fourth and Final Readings

- i. **Village of Pemberton Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020** 121

Recommendation: THAT Village of Pemberton Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020, be given Fourth and Final Readings.

- ii. **Village of Pemberton Repeal of Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019, Bylaw No. 880, 2020** 122

Recommendation: THAT the Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020, be given Fourth and Final Readings.

11. CORRESPONDENCE

a) For Action

There are no correspondence items for action.

b) For Information

There are no correspondence items for information.

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

127

16. IN CAMERA

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

17. 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 26, 2020 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1515.

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
Jill Brooksbank, Senior Communications & Grant Coordinator
Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Contract Planning Consultant
Matt Rempel, Planning & GIS Technician
Elysia Harvey, Legislative Assistant

PUBLIC: 12

MEDIA: 1

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

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

1. CALL TO ORDER REGULAR MEETING

At 9:05 a.m. Mayor Richman called the Regular Meeting to Order

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

2. RECESS REGULAR MEETING FOR PUBLIC HEARING

At 9:05 a.m. the Regular Meeting was recessed to accommodate the holding of the Public Hearing for VILLAGE OF PEMBERTON ZONING AMENDMENT (SUNSTONE RTA-1 TEXT AMENDMENT) BYLAW NO. 883, 2020

3. RECONVENE REGULAR COUNCIL MEETING FOLLOWING PUBLIC HEARING

At 9:21 a.m. the Regular Meeting was reconvened.

4. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be amended to move Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020, ahead as item 10 a) in the agenda for consideration of Third Reading.

CARRIED

5. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1514, Tuesday, May 5, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1514, held Tuesday, May 5, 2020, be adopted as circulated.

CARRIED

6. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

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

7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

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

8. COMMITTEE MINUTES - FOR INFORMATION

There were no committee minutes for information.

9. DELEGATIONS

There were no delegation presentations.

10. BYLAWS

a) Bylaw for Third Reading

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

Moved/Seconded

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

CARRIED

11. REPORTS

a) Development Services

i. Development Variance Permit No. 124 – 1368 Fernwood Drive

Cameron Chalmers, Planning Consultant, presented the Development Variance Permit application for 1368 Fernwood Drive and reviewed the requested variances to road width and utility services.

Mayor Richman opened the meeting for public input on the Development Variance Permit application.

Karen Dyczkowski, Village of Pemberton

Ms. Dyczkowski, applicant for the Development Variance Permit for 1368 Fernwood Drive, spoke to the merits of the application.

Steven Hitchen, Village of Pemberton

Mr. Hitchen provided comments on the potential impacts to the neighbourhood, including increase in traffic, road conditions, width of the road, snow removal, and drainage.

Nick Fisher, Village of Pemberton

Dr. Fisher commented on the importance of thorough consideration of road conditions, traffic mitigation, and access when deliberating the variances requested in the Development Variance Permit application process.

Tim Kyne, Part-time Resident of Village of Pemberton

Mr. Kyne provided comments on notification of proposed developments in the area, steep topography and potential impacts on his residence located above the subject property, the importance of underground utilities & road width, and use of a nearby trail as an easement to the property.

Erica Finnsson, Village of Pemberton

Ms. Finnsson spoke to the potential road improvements that would benefit other residences along Fernwood Drive.

Moved/Seconded

THAT Council refers the application for Development Variance Permit No. 124 back to Staff to address the following considerations:

- a. Snow clearing
- b. Drainage
- c. Set back on the house
- d. Impacts to neighbours (parking & road width)
- e. Snow storage
- f. Pedestrian connectivity

CARRIED

b) Office of the Chief Administrative Officer

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

Moved/Seconded

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

CARRIED

Moved/Seconded

THAT the Mayor and Councillor Zant be appointed to the Mayor's Task Force for COVID-19 Response and Recovery (MTF) as the Council Representatives.

CARRIED

Moved/Seconded

THAT Staff put a call out for membership in the Mayor's Task Force for COVID-19 Response and Recovery (MTF) and schedule a Special Meeting to review membership applications as soon as possible.

CARRIED

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

Moved/Seconded

THAT the following two (2) sectors of focus be considered for inclusion in the Village of Pemberton Economic Development Strategy and Action Plan.

1. Tourism
2. Food/agriculture

CARRIED

Moved/Seconded

THAT the following four (4) non-taxation revenue options be considered for analysis for inclusion in the Village of Pemberton Economic Development Strategy and Action Plan:

1. RV Park
2. Food/meat processing facility
3. Tourism infrastructure
4. Independent power project (geothermal, hydro, wind)

CARRIED

iii. Pemberton Valley Dyking District – Lillooet Early Warning System – Request for funding – Verbal Report

Moved/Seconded

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, contingent on contributions from other parties.

CARRIED

c) Corporate & Legislative Services

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

Moved/Seconded

THAT the Video Recording & Broadcasting of Electronically Held Council, Committee and Board Meetings Policy be approved as presented.

CARRIED

At 11:58 a.m. Council made a resolution to extend the meeting.

Moved/Seconded

THAT Regular Meeting No. 1515 be extended beyond three (3) hours.

CARRIED

d) Development Services

i. Draft Pemberton Valley Recreational Trails Master Plan

Moved/Seconded

THAT Council supports Staff comments and the draft Pemberton Valley Recreational Trails Master Plan.

AND THAT Staff comments on the draft Pemberton Valley Recreational Trails Master Plan be sent to the Squamish-Lillooet Regional District.

CARRIED

e) MAYOR'S Report

Mayor Richman reported on the following meetings regarding Phase 2 of the Province's re-opening plan, including collaborative meetings within the Sea to Sky Corridor:

- Vancouver Coastal Health;
- Minister of Municipal Affairs & Housing Selina Robinson;

- MP Patrick Weiler regarding Federal funding opportunities;
- Discussions regarding Provincial considerations to vary liquor licensing requirements for restaurants;
- Re-opening of Municipal Offices, including the Village Office and commended the safety measures Staff have put in place

Mayor Richman reported out on attending the Emergency Management Committee Meeting where the Lillooet River Dyke and seismic testing of soil were items on the agenda and reported that he will be attending the upcoming Squamish-Lillooet Regional Board Meetings on May 27th and 28th.

Mayor Richman also commented that several community groups have approached him to discuss the potential for re-starting community events.

f) COUNCILLORS' Reports

Councillor Antonelli

Councillor Antonelli reported on the Pemberton & District Library Board meeting and advised that they are waiting for direction from the Province with respect to re-opening the Library.

Councillor Zant

Councillor Zant provided the following comments:

- Inquired if there were further plans to remove more hazardous trees from along the Arn Canal;
- Commended the Pemberton & District Library Staff for their work in keeping library items available during the pandemic;
- Expressed appreciation for the Signal Hill Elementary School teachers who are providing services for children of essential workers.

Councillor Craddock did not report.

Councillor Noble did not report.

12. BYLAWS

- a) Bylaw for Third Reading – *moved to item 10 a)***

13. CORRESPONDENCE

- a) For Action**

There were no correspondence items for action.

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.**
- 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.**
- 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.**
- 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.**
- 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.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

18. IN CAMERA

Moved/Seconded

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.

CARRIED

At 12:20 p.m. the Regular Council meeting was recessed.

At 12:34 p.m. the Regular Council meeting was reconvened and Council moved in Camera.

19. MOVE TO IN CAMERA

At 12:34 p.m. Council moved In-Camera

20. RISE FROM IN CAMERA

At 12:52 p.m. Council rose from in Camera and did not report.

21. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 12:53 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

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

Minutes of the Special Meeting of Council of the Village of Pemberton held on Tuesday, June 9, 2020 at 9:30 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1516.

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
Jill Brooksbank, Senior Communications & Grant Coordinator
Lisa Pedrini, Manager of Development Services
Elysia Harvey, Legislative Assistant

PUBLIC: 0

MEDIA: 1

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

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

1. CALL TO ORDER REGULAR MEETING

At 9:39 a.m. Mayor Richman called the Regular Meeting to Order

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

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. REPORTS

a) Office of the Chief Administrative Officer

- i. Public Works Mutual Aid Agreement – Village of Pemberton, Resort Municipality of Whistler, District of Squamish and Lions Bay**

Moved/Seconded

THAT Council authorize the Mayor and CAO to execute the Public Works Mutual Aid Agreement between the Village of Pemberton, the Resort Municipality of Whistler, the District of Squamish and Lions Bay.

CARRIED

At 9:47 a.m. Mayor Richman declared a conflict of interest pursuant to section 100 (2) (b) and left the meeting.

b) Development Services

**ii. Liquor & Cannabis Regulation Board Policy Directive 20-13 –
Temporary Expanded Service Area Authorization**

Moved/Seconded

THAT Staff send confirmation to the LCRB that the Village of Pemberton has chosen to pre-approve all applications to temporarily expand service areas until October 31, 2020 in order to support the local hospitality's efforts to ensure physical distancing on outdoor patios, encourage local economic vitality, and expedite the LCRB approval process.

CARRIED

At 10:03 a.m. Mayor Richman returned to the meeting.

4. IN CAMERA

Moved/Seconded

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

CARRIED

5. MOVE TO IN CAMERA

At 10:03 a.m. Council moved In Camera

6. RISE FROM IN CAMERA

At 10:24 a.m. Council rose from in Camera and did not report.

6. ADJOURNMENT OF SPECIAL COUNCIL MEETING

Moved/Seconded

THAT the Special Council Meeting be adjourned.

CARRIED

At 10:28 a.m. the Special Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

**VILLAGE OF PEMBERTON
- PUBLIC HEARING MINUTES-**

Minutes of the **Public Hearing** of Council of the Village of Pemberton held on Tuesday, May 26, 2020 at 9:00 a.m. via Zoom Meeting Webinar.

IN ATTENDANCE*:

Mayor Mike Richman
Councillor Ted Craddock
Councillor Ryan Zant
Councillor Amica Antonelli
Councillor Leah Noble

STAFF IN ATTENDANCE*:

Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Planning Consultant
Elysia Harvey, Legislative Assistant

MEMBERS OF PUBLIC*: 12

MEDIA*: 1

**All those in attendance attended electronically.*

1. CALL TO ORDER and OPENING STATEMENTS

At 9:05 a.m. Mayor Mike Richman called the Public Hearing to order and read the following Opening Statement for the Village of Pemberton Zoning Amendment (Sunstone RTA-1) Bylaw No. 883, 2020:

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

Good Morning. My name is Mike Richman and as Mayor of the Village of Pemberton I will be chairing this Public Hearing.

Cameron Chalmers, Planning Consultant, will make a brief presentation on the Zoning Amendment Bylaw and Sheena Fraser, Manager of Corporate & Legislative Services, will record your comments for the minutes which will form part of the public record on this matter.

Also in attendance is Councillor Amica Antonelli, Councillor Ted Craddock, Councillor Leah Noble and Councillor Ryan Zant.

This Public Hearing is convened pursuant to Section 465 of the Local Government Act to allow the public to make representations to Council respecting matters contained in proposed:

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

Notification of this Public Hearing was advertised in the May 14th and May 21st, 2020 issues of the issues of the “Pique Newsmagazine”.

A Notice was also posted at Village of Pemberton Offices, the Village Notice Board located at the Post Office, as well as the eNEWS and Facebook Page.

Notices were also mailed or otherwise delivered to all properties within 100 meters of the subject property on May 6th.

For those in attendance please note that this Hearing is a live webinar and is being recorded. A recording of the Hearing will be available on the Village’s website following the meeting.

Every one of you present who believes that your interest in the property is affected by the proposed Bylaw shall be given a reasonable opportunity to be heard or to present written submissions respecting matters contained in the proposed Bylaw.

Once I have announced that the Hearing is open to the Public for comment, please click on the “Raise Hand” feature in the webinar controls.

This will notify Village Staff that you would like to speak and your microphone will be unmuted when it is your turn.

Each speaker will have up to five (5) minutes to be heard. Once everyone has had a chance to speak, those who wish to speak again may do so if they have new points to present.

None of you will be discouraged or prevented from making your views known. However, it is important that you restrict your remarks to matters contained in the proposed Bylaw.

When speaking please commence your remarks by clearly stating for the public record your **full name and address** and whether are in favour or opposed to the Bylaw.

Members of Council may, if they so wish, ask questions following the presentation. However, the main function of Council Members at this Public Hearing is to listen rather than to debate the merits of the proposed Bylaw.

This Public Hearing is not a question and answer period it is an opportunity for the public’s views to be heard.

After this Public Hearing has concluded, Council will further consider this Bylaw at the Regular Council Meeting to be convened immediately following the Hearing on today's date, May 26th. The Regular Council meeting will continue to be broadcast through this ZOOM webinar.

May I remind you that this morning is your final opportunity for input on the proposed Bylaw.

I will now ask Staff to introduce Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020.

2. PRESENTATION OF VILLAGE OF PEMBERTON ZONING AMENDMENT (SUNSTONE RTA-1 TEXT AMENDMENT) BYLAW NO. 883, 2020

Lisa Pedrini, Manager of Development Services, introduced Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020, and provided an overview of the amendments proposed in the Bylaw.

3. CORRESPONDENCE AND PETITIONS RECEIVED BY THE VILLAGE AS OF 12 PM, WEDNESDAY, MAY 20, 2020

None

4. ANY OTHER CORRESPONDENCE OR PETITIONS RECEIVED.

Sheena Fraser, Manager of Corporate & Legislative Services, advised that the Village did not receive any submissions from the public after the deadline.

5. MEETING OPEN FOR PUBLIC COMMENT

There were no comments made by members of the public with respect to the Public Hearing for the proposed Bylaw.

6. CLOSING STATEMENTS

Mayor Richman called three (3) times for any other submissions and hearing none made the following closing statements:

On behalf of Council and myself I would like to thank all of you who have attended this meeting. Your input and participation in the process is greatly appreciated.

Please be advised that after the Public Hearing is adjourned, the opportunity for public discussion is ended and Council may not hear from or receive correspondence from interested parties relating to this Bylaw.

This Bylaw is now a matter for Council's consideration based upon information received to date.

7. ADJOURNMENT

At 9:21 a.m. the Public Hearing was adjourned.

Sheena Fraser
Corporate Officer

From: Veronica Woodruff <vwoodruff@clearcourse.ca>

Sent: June 8, 2020 9:31 AM

To: Grimms Deli <[REDACTED]>; Jill Brooksbank <jbrooksbank@pemberton.ca>; Lisa Richardson <[REDACTED]>; Nikki Gilmore <ngilmore@pemberton.ca>; Russell Mack <[REDACTED]>; Patricia Westerholm <PWesterholm@slrd.bc.ca>; Lucinda Phillips <lucinda.phillips@nquatqua.ca>; kerry.mehaffey@lilwat.ca <kerry.mehaffey@lilwat.ca>; graham.turner@lilwat.ca <graham.turner@lilwat.ca>; Sheldon Dowswell <sheldon.dowswell@lstc.ca>; Koh, Wendy FLNR:EX <Wendy.Koh@gov.bc.ca>; Amica Antonelli <[REDACTED]>; Maxine Bruce <Maxine.Bruce@lilwat.ca>; Ted Craddock <TCraddock@pemberton.ca>; chantel.thevarge@nquatqua.ca <chantel.thevarge@nquatqua.ca>; dpeters@ttqecdev.com <dpeters@ttqecdev.com>

Cc: Meredith Kemp <mkemp@pembertonchamber.com>

Subject: Rural Dividend Fund

Happy Monday Ec Dev Collaborative!

As you know, our regional economic development plan was funding through the BC Rural Dividend Program. This program was an important contributor to projects throughout British Columbia for small and rural communities. The program was suspended last year as the government wanted to redirect this funding to "provide critical supports to workers and families impacted by mill closures and curtailments."

Many communities have been advocating for the reinstatement of the rural dividend program to support small and rural communities in developing important projects that are broader in scope than just forestry. I have drafted a letter for your review to that effect and I am looking for feedback on whether you think this is a good idea to submit on behalf of your organizations. I recognize that many of you will have to work through your communications and leadership team in order to approve a letter like this.

Please let me know if you support sending a letter like this on behalf of the collaborative. And feel free to provide any feedback or edits. I will not submit anything without permission from your organization. As always, please let me know if you have any questions.

Thanks, V

Veronica Woodruff | Project Manager



Clear Course Consulting Ltd.

PO Box 1058, Pemberton, BC, V0N 2L0

C: 604-966-8229

vwoodruff@clearcourse.ca | www.clearcourse.ca

We are honoured to work on the unceded Traditional Territory of Líl'wat Nation

DRAFT

Monday, June 8, 2020

Lori Henderson
Director, Rural Policy and Programs Branch (RPPB)
Lori.Henderson@gov.bc.ca
P.O. Box 9352 Stn Prov Govt
Victoria BC V8W9M1

CC: Honorable Doug Donaldson, Minister FLNRORD; John Allen, Deputy Minister FLNRORD

RE: Request to Reinstate BC Rural Dividend Program Funding

Dear Ms. Henderson,

Firstly, we want to express our profound gratitude for the funding our regional collaborative received in 2019 from the BC Rural Dividend Program that is supporting the development of our first regional economic development strategy. With this funding, we have made great strides in bringing our Indigenous and non-Indigenous collaborative partners together to build a comprehensive regional strategy that will help us align, focus, diversify, thrive, and be resilient. The timing of this work is uncanny as we have been able to respond to and plan for our recovery from the COVID-19 pandemic within our existing project framework.

In 2019, the Provincial Government decided to divert all funds from the BC Rural Dividend Program (i.e., \$25M) towards supporting BC workers and families who have been impacted by mill closures and curtailments. Although we appreciate that government intervention was essential in responding to the unexpected environmental and economic impacts on the forestry industry, we are respectfully requesting that your department reinstate these funds so that they can be accessed by all sectors again. This is particularly critical at a time when communities and regions are going to need incremental support to recover from the economic disruption of COVID-19.

Our Collaborative truly believes that the funding we received from the BC Rural Dividend Program is going to be fundamental in ensuring, as a region, that we have the partnerships and tools in place to prepare for and respond to another acute event like this pandemic. With existing challenges around affordable housing, local transportation, food security, protecting our ecosystems, and the risk of numerous natural disasters (e.g. wildfire, flood, landslide, rockfall), small communities like ours rely on our provincial and federal partners to help us mobilize, plan and act. The BC Rural Dividend Program has been, and will hopefully continue to be, foundational in providing this support.

We hope that you will take our request into serious consideration and that small, rural BC communities will have access, once again, to this program's vital funding in 2021.

Yours sincerely,

Pemberton Economic Development Collaborative*

**Lil'wat Business Group; Lil'wat Nation; Lower Stl'atl'imx communities of Samahquam, Skatin and Xa'xtsa; N'Quatqua Band; Pemberton and District Chamber of Commerce; Squamish Lillooet Regional District; Tourism Pemberton; Village of Pemberton.*

Date: June 16, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Joanna Rees, Planner

Subject: Temporary Use Permit – (TUP009) – 1394 Portage Road – Food Truck

PURPOSE

The purpose of this report is to present to Council a Temporary Use Permit to permit a food truck located at 1394 Portage Road for consideration of approval. The draft Temporary Use Permit is attached as **Appendix A**.

BACKGROUND

Pemberton Portage Ltd., submitted an application for a Temporary Use Permit (TUP) to permit a food truck on April 29th, 2019. Staff began to process the permit last spring; however on June 24, 2019, the applicant requested to postpone the processing of the application until the spring of 2020. The applicants contacted Staff on May 20, 2020 advising they were ready to proceed with the application as submitted in 2019.

TEMPORARY USE PROPOSAL

The applicant's intent is to place a mobile food truck on the vacant property, located at 1394 Portage Road, as a means of activating the unused land and stimulating some small economic returns from the property prior to a future redevelopment. The following section provides an overview of the temporary use proposal.

Subject Lands:

The subject lands, located at 1394 Portage Road, legally described as Lot B, DL 203, LLD EPP46258, are depicted on Schedule 1 within **Appendix A**. The total area of the subject lands is 1,700 square metres. The subject lands are currently vacant and situated between the residential portion of Tiyata and the adjacent commercial lands, 1392 Portage Road, which house The Bike Co. Retail Store and The Pony Restaurant. The applicants are also the owners of the adjacent lot, 1392 Portage Road, legally described as Lot 4 DL 203 LD EPP1760.

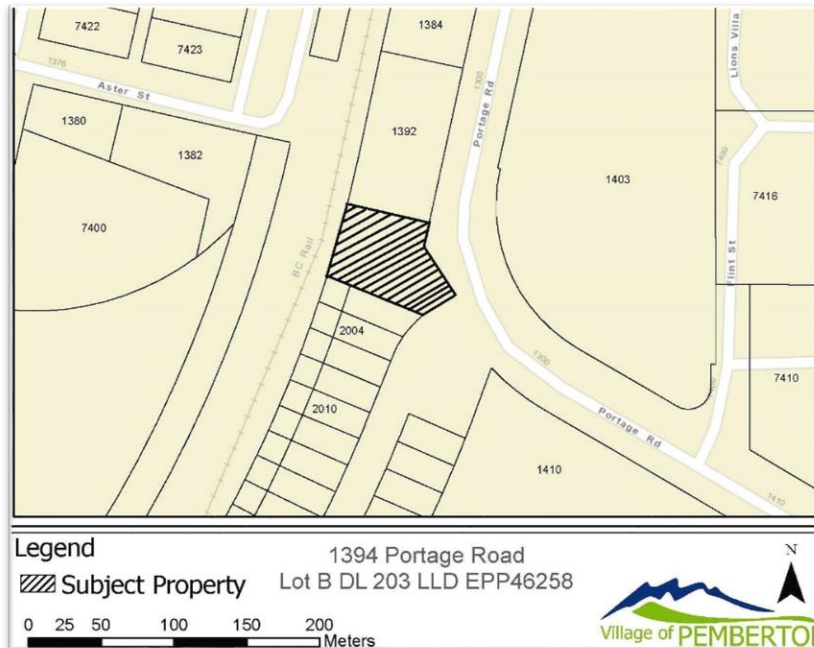


Figure 1: Map of the subject lands.



Figure 2: The subject lands, photo taken 05/29/2020

Proposed Use:

The applicants are proposing the food truck be situated at the rear of the subject lands and will include four (4) picnic tables for seating. A site plan has been submitted and is attached within **Appendix A** as Schedule 2.

Built Character:

The image below, submitted by the applicant, represents the conceptual design of the proposed food truck.



Figure 3: Food Truck conceptual design

Timeframe of the Temporary Use:

The applicants have requested the temporary use be permitted for the maximum term, which is three (3) years, with the option to request a one-time renewal for another maximum three (3) year term.

Site Access and Parking:

To access the subject lands, the food truck will need to use the adjacent commercial lot, 1392 Portage Road. Vehicle access is off Portage Road, via the restricted right-in / right-out only entrance to the south, which is applicable to the commercial uses on the adjacent lots. There is existing signage on Portage Road to direct patrons indicating no-left turns.

The proposed site layout is pedestrian orientated with the only vehicle accessing the site being the food truck. This is demonstrated on the Site Plan, indicating the site will be delineated with small boulders preventing vehicle access. A gravel path is proposed to provide pedestrian access from the sidewalk located on Portage Road and there is parking for patrons shown on the adjacent property on the Site Plan. The Village does not require parking spaces for Food Trucks.

Waste Management:

A bear resistant garbage and recycling receptacle is a requirement onsite.

Landscaping:

The Landscape Plan is included as Schedule 3 of **Appendix A**. The plan includes cedar planters and bark mulch at the front of the subject lands and additional cedar hedges in the rear adjacent to the neighboring residential property, protection of the existing plantings and enhancement of the area through the planting of native grasses in self-watering cedar planters. The noted gravel path will connect off the existing sidewalk. The use of bark mulch is not consistent with FireSmart principles and Staff suggest the use of an alternative landscape cover.

Washroom Facilities:

The applicants have indicated they have made an agreement with the operators of The Pony Restaurant for use of their washroom facilities. A written statement indicating access to washrooms will be a requirement of business license issuance.

Hours of Operation:

The operational hours and seasonal dates for mobile vendors are not regulated by the Business Licence Bylaw No. 855, 2019. The applicants have indicated they will be operating within the same hours as The Pony Restaurant (Thursday to Monday, 12pm-8:30pm) and likely on a seasonal basis depending on weather conditions.

DISCUSSION AND COMMENTS

The *Local Government Act (LGA)* allows for the designation of TUP areas in an Official Community Plan or Zoning Bylaw as per section 492 of *LGA RSBC 2015*. A TUP may be issued by a local government by resolution or by bylaw as per Section 493 of *LGA RSBC 2015*. The Village of Pemberton has typically issued TUP's by resolution.

A TUP may do one or more of the following:

- (a) Allow a use not permitted by a Zoning Bylaw;
- (b) Specify conditions under which the temporary use may be carried on;
- (c) Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

The *LGA* also states that the maximum term of a TUP is three (3) years, with the opportunity for a one (1) time renewal of up to (3) three years. In addition, a local government may require a security deposit as a condition of issuing a TUP.

Staff support the applicants request to receive a TUP for the purposes of a food truck for the three (3) year term due to the required investment.

Village of Pemberton Official Community Plan (OCP)

The subject lands are designated 'Downtown' in the OCP. The 'Downtown' designation provides for a diversity of uses that are needed by the greater Pemberton community and visitors including commercial uses. The proposed food truck use is consistent with the OCP 'Downtown' Designation.

Development Permit Area Guidelines

The proposal falls within the Development Permit Area #4 for Form and Character of Downtown Revitalization. DPA#4 – Downtown Revitalization aims to enhance Pemberton's authentic identity by providing a framework for the character and form of buildings, landscaping, streetscapes and circulation. The proposed food truck is a temporary use operated out of a mobile vehicle and does not require the construction of a building or structure. As per the *Local Government Act S.489*, the guidelines outlined in the DPA#4- Downtown Revitalization do not apply.

Village of Pemberton Zoning Bylaw No. 832, 2018

The subject lands are located in Area 1 of the CD-5: Comprehensive Development Zone 5 (Tiyata at Pemberton), a mixed-use area permitting residential and commercial uses. Commercial uses

permitted in Area 1 of the CD-5 zone are limited to business and professional office and personal service establishment. A food truck is not a permitted use in the CD-5 Zone.

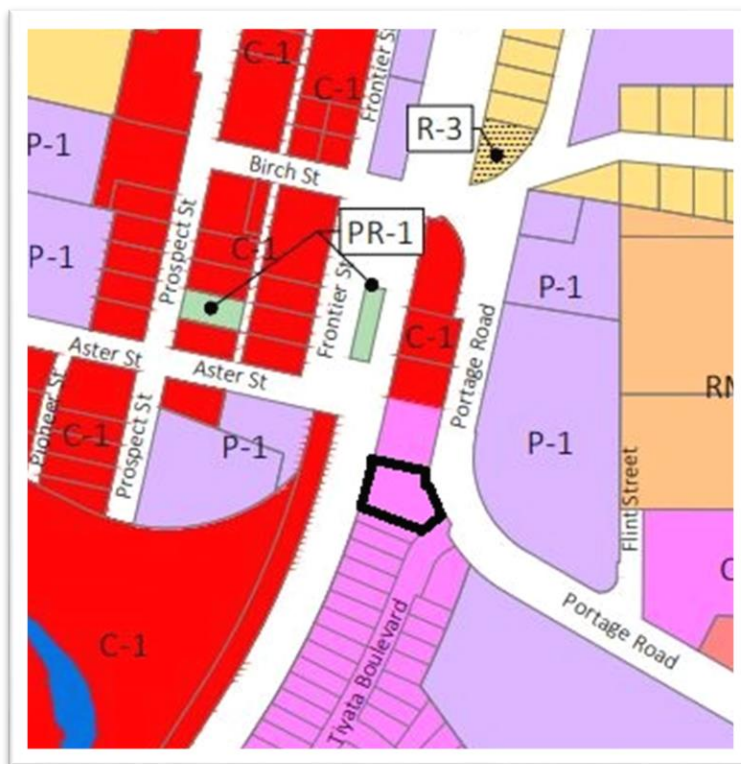


Figure 4: Excerpt from Schedule A to Zoning Bylaw 832, 2018. The subject lands are indicated in bold.

Section 7.27 of Zoning Bylaw No. 828, 2018 states that a temporary commercial use may be permitted within a commercial zone, via a temporary use permit. Further, Section 7.27 states when considering the issue of a temporary use permit, Council or its delegate shall consider the following:

- *Whether the proposed use is consistent with the Official Community Plan designation for the land;*
- *Whether the proposed use is consistent with any other relevant Village of Pemberton policies;*
- *In the case of any proposed use that is not consistent with any such plan or Council policy, the nature and extent of any community benefit from the use;*
- *Whether the proposed use is of a temporary nature or whether it would be more appropriate for the Village to consider permitting the use by rezoning;*
- *The suitability and compatibility of the proposed use with the surrounding area, including its operation, function, appearance and intensity of use; and*
- *The impact of the proposed use on the operation of adjacent uses, including future land uses permitted by the Zoning Bylaw and designated by the Official Community Plan.*

Staff advise that the use is mobile, does not require construction of a building or structure, and will not permanently alter the subject lands. As such, a food truck is considered temporary in nature.

The food truck is proposed to be located at the rear of the site to avoid congestion and conflict with pedestrian use along the sidewalk. The landscape plan illustrates that cedar hedging will act as a buffer between the proposed food truck and the neighbouring residential lot to ensure compatibility of land uses. The food truck is compatible with the adjacent commercial uses and centrally located in the Downtown.

To access the subject lands the food truck will need to use the adjacent commercial lot, 1392 Portage Road. Staff recommend a condition of issuance of the TUP be included to provide written confirmation of access from the neighbouring lot, 1392 Portage Road. The proposed food truck is expected to have minimal impacts on the operations of adjacent uses.

The application is consistent with the requirements of Section 7.27 of Zoning Bylaw No. 828, 2018.

In addition, pursuant to Section 7.16 of the Zoning Bylaw, the following conditions of use apply to Food Trucks:

- a) *Food trucks may be permitted in any non-residential zone and are subject to the following regulations:*
 - i. *Food trucks shall not occupy a highway for a period of more than eight (8) consecutive hours in any day;*
 - ii. *Food trucks shall not locate in manner that impedes pedestrian or vehicle traffic on a highway;*
 - iii. *The food truck operator shall have a valid and current business license issued by the Village of Pemberton and shall have a valid Vancouver Coastal Health Authority food service permit;*

Policies 7.16 a) i and ii, do not apply as the food truck will not be located on a “highway” but rather on a privately held property. Policy 7.16 a) iii is addressed below under the Business Licence Bylaw requirements.

Business Licence Bylaw No. 855, 2019

The Business Licence Bylaw requirements of a Mobile Vendor require the applicant demonstrates the following:

1. *obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;*
2. *provide a garbage container at the location” and must “pick up all garbage and debris within 100 metres of the location which is a result of their business operation;*
3. *be fully self-contained with no service connection other than electrical service being required; and*

4. *when in use for food vending, meet Provincial Health regulations, and the vendor shall provide written confirmation from a Provincial Health Inspector.*

If the TUP is issued, the applicant will be required to obtain a mobile vendor business licence from the Village of Pemberton and provide a Vancouver Coastal Health permit. The Village permits up to a maximum of five (5) mobile business licences on an annual basis, two (2) mobile business licences have been issued to date.

REFERRAL COMMENTS

Advisory Land Use Commission (ALUC)

The application was brought to the ALUC on May 30th 2019, the minutes are attached as **Appendix B**. The following motion was passed:

Moved/Seconded

THAT the Advisory Land Use Planning Commission (ALUC) recommends to Council that the Temporary Use Permit application TUP009 for a coffee truck to be located at 1394 Portage Road by supported with the following conditions:

- b) *that a traffic circulation and parking plan be prepared and submitted by a professional transportation engineer to the satisfaction of Staff;*
- c) *that a landscape plan be prepared and submitted by a professional landscape architect to the satisfaction of Staff;*
- d) *that if portable toilets are used to meet the requirement for provision of washroom facilities under Part 14 of Village of Pemberton Business Licence Bylaw No. 842, 2018, a minimum of two (2) portable toilets be available for customer use and each portable toilet be:*
 - i. *surrounded by a lockable enclosure to prevent vandalism;*
 - ii. *maintained at a schedule frequent enough to prevent noxious odours; and*
 - iii. *screened from surrounding streets and businesses by suitable placement of landscaping.*
- b) *that the permit be only issued for a maximum of one (1) year to test the use at this location, with the potential to renew for a period up to three (3) years with Council approval;*
- c) *that the applicant provide Council with the proposed hours and seasonal dates of operation;*
- d) *that comments be sought from, at a minimum, adjacent businesses, the Pemberton and District Chamber of Commerce and Tourism Pemberton; and*
- e) *that the landscaping site plan be referred to the Advisory Design Review Commission for review.*

CARRIED

The proposed site is pedestrian orientated with the only vehicle accessing the site being the food truck. Staff recommend a condition of issuance of the Temporary Use Permit is to provide written confirmation of access from the neighbouring lot 1392 Portage Road, legally described as Lot 4 DL 203 LDP EPP1760. The owners of the subject lands also own the neighboring lot. Zoning Bylaw No. 832, 2018 has no parking requirements for a food truck. The Ministry of Transportation had no objections to the application. Staff are satisfied with the proposed access to the site upon completion of the permit condition and does not require a traffic circulation and parking plan.

The Applicants have indicated they have made an agreement with the owners of The Pony to use their washroom facilities. A written statement indicating access to washrooms will be a requirement of business license issuance.

The operational hours and seasonal dates for mobile vendors are not regulated by the Business Licence Bylaw No. 855, 2019. The applicants have indicated they will be operating within the same hours as The Pony (Thursday to Monday, 12pm-8:30pm) and likely on a seasonal basis depending on weather conditions.

As per the *Local Government Act* S.497 a Temporary Use Permit may be issued to a maximum of three years and may only be renewed once. Staff support the applicants request to receive a temporary use permit for the three (3) year term due to the required investment.

The application was referred to Tourism Pemberton and the Pemberton and District Chamber of Commerce. The organizations responded with no comments.

The Landscape Plan was prepared to the satisfaction of Staff with minor revisions and not deemed necessary to be brought to the Advisory Design Review Commission (ADRC) for review.

Staff are satisfied the applicant has fulfilled the recommendations of the ALUC as applicable.

Internal Referral Comments

The application has been reviewed internally and all comments or concerns have been resolved to the satisfaction of the Development Services Department.

External Referral Comments

| | |
|---|---|
| Pemberton and District Chamber of Commerce | No comment. |
| The Board of Tourism Pemberton | No comment. |
| Ministry of Transportation and Infrastructure | No objection. The existing legal access to the subject property is restricted to right-in / right-out only. The Ministry is not prepared to consider changes to this arrangement. |

SUMMARY

The proposed use is temporary in nature, suitable for the location, compatible with surrounding land uses and is expected to have minimal impact on adjacent uses. The proposed temporary use is consistent with the policies of the 'Downtown' Designation within the Village of Pemberton Official Community Plan and meets the criteria for temporary uses permits in Zoning Bylaw No.832, 2018.

COMMUNICATIONS

Subject to Section 494 of the *Local Government Act (LGA)*, if a local government proposes to pass a resolution on a Temporary Use Permit, it must give notice published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit. Notice was published in the Pique Newsmagazine on Thursday June 11, 2020.

At the time of writing this report, four (4) letters of support were received by Staff and are attached to this report as **Appendix C**. Staff will provide Council with a verbal update of additional public comments received.

LEGAL CONSIDERATIONS

The processing of a Temporary Use Permit application is regulated by various sections contained in the *Local Government Act* and by the Village's Development Procedures Bylaw 725, 2013, as amended from time to time.

IMPACT ON BUDGET & STAFFING

The research and preparation of the report and Temporary Use Permit is a component of the daily work undertaken by the Development Services Department. All costs associated with the processing of this application, including Staff time, are recoverable from the applicant's fees as per the Village of Pemberton Development Procedures Bylaw 725, 2013, as amended from time to time.

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

OPTIONS

THAT Council authorize the issuance of Temporary Use Permit No.009 to permit a food truck to be temporarily located at 1394 Portage Road, legally described as Lot B, DL 203, LLD EPP46258, for a period of three (3) years subject to the Applicant fulfilling the following conditions to the satisfaction of the Manager of Development Services:

- The applicant submits written confirmation of access from the neighbouring lot 1392 Portage Road, legally described as Lot 4 DL 203 LDP EPP1760;
- The applicant provides an alternative to the use of bark mulch as a landscaping cover and provide a revised landscaping plan that incorporates FireSmart principles;
- Any landscaping must comply with the Village of Pemberton Plant List; and
- Any and all fees incurred over and above the non-refundable deposit for the processing of the Temporary Use Permit Renewal application be paid by the Applicants.

(Recommended by Staff)

Option Two: THAT Council refer the Temporary Use Permit application to Staff for additional consideration of the following matters:

- (To be added by Council)

Option Three: THAT Council refuse to issue the Temporary Use Permit.

POTENTIAL GOVERNANCE CONSIDERATIONS

This application supports Strategic Priority One: Economic Vitality in which the Village strives to value and support a competitive and diversified economy with engaged corporate citizens.

RECOMMENDATION

THAT Council authorize the issuance of Temporary Use Permit No.009 to permit a food truck to be temporarily located at 1394 Portage Road, legally described as Lot B, DL 203, LLD EPP46258, for a period of three (3) years subject to the Applicant fulfilling the following conditions to the satisfaction of the Manager of Development Services:

- The applicant submits written confirmation of access from the neighbouring lot 1392 Portage Road, legally described as Lot 4 DL 203 LDP EPP1760;
- The applicant provides an alternative to the use of bark mulch as a landscaping cover and provide a revised landscaping plan that incorporates FireSmart principles;
- Any landscaping must comply with the Village of Pemberton Plant List; and Any and all fees incurred over and above the non-refundable deposit for the processing of the Temporary Use Permit Renewal application be paid by the applicants.

Attachments:

Appendix A: Draft Temporary Use Permit #009

Appendix B: Advisory Land Use Commission Minutes, May 30, 2019

Appendix C: Public Comments

| | |
|-------------------|---|
| Prepared: | Joanna Rees, Planner |
| Manager Approval: | Lisa Pedrini, Manager of Development Services |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer |



PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

**VILLAGE OF PEMBERTON
Temporary Use Permit #009**

File No: **2020-TUP-009**

Issued to: Pemberton Portage Ltd.

(Hereinafter referred to as the Permittee)

Address: Suite 400 – 1788 W. 5th Ave.
Vancouver, BC V6J 1P2

(Registered owners according to Land Title Office, hereinafter referred to as the “Permittees”)

1) This Temporary Use Permit applies to and only to those lands within the Village of Pemberton, Province of British Columbia, described below and any and all buildings, structures, and other development thereon (the “Subject Lands”):

- Lot B, DL 203, LLD Plan EPP46258; PID: 027-950-191

as shown in the Subject Lands Location Map attached as **Schedule 1** and forming a part of this permit.

2) This Temporary Use Permit No. 009 is issued pursuant to the authority of the Village of Pemberton Zoning Bylaw No. 832, 2018.

3) The Temporary Use permitted on the Subject Lands shall be for the operation of a Food Truck, and includes associated accessory structures and uses such outdoor seating, garbage and recycling receptacles and landscaping. The subject lands are to be sited in substantial compliance with the Site Plan, prepared by ATA Architectural Design, attached hereto, and forming a part of this Permit as **Schedule 2**.

4) The permit is subject to the following conditions:

- a) The Subject Lands shall be landscaped in substantial compliance with the Landscape Plan, prepared by Connect Landscape Architecture, attached hereto, and forming a part of this Permit as **Schedule 3** before the issuance of a Business Licence for the uses permitted in this Permit.



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5) This Permit is not a Building Permit or a Development Variance Permit. Business Licencing and other approval may be required to authorize the uses permitted in this Permit. All requisite approvals shall be in accordance with Village of Pemberton Bylaws, Policies, and Procedures.

6) 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.

Notice of this Permit shall be filed in the Land Title Office at New Westminster under Section 503 of the *Local Government Act*, 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.

AUTHORIZING RESOLUTION PASSED BY COUNCIL the 16th day of June, 2020.

IN WITNESS THEREOF this Agreement has been executed under the seal of the Village of Pemberton, on the _____ day of _____, 2020.

The Corporate Seal of the Village of Pemberton
was here unto affixed in the presence of:

)
)
)
)
)
)

Mike Richman
Mayor

)
)
)
)
)

Nikki Gilmore
Chief Administrative Officer



PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

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STATEMENT OF INTENT

Pemberton Portage Ltd., having read and understood the terms and conditions of this Temporary Use Permit, hereby agree to abide by such terms and conditions and to complete all of the works and services and all other requirements under this Temporary Use Permit and in accordance with the Village Bylaws.

Andrew Terrett (authorized agent)
Pemberton Portage Ltd.

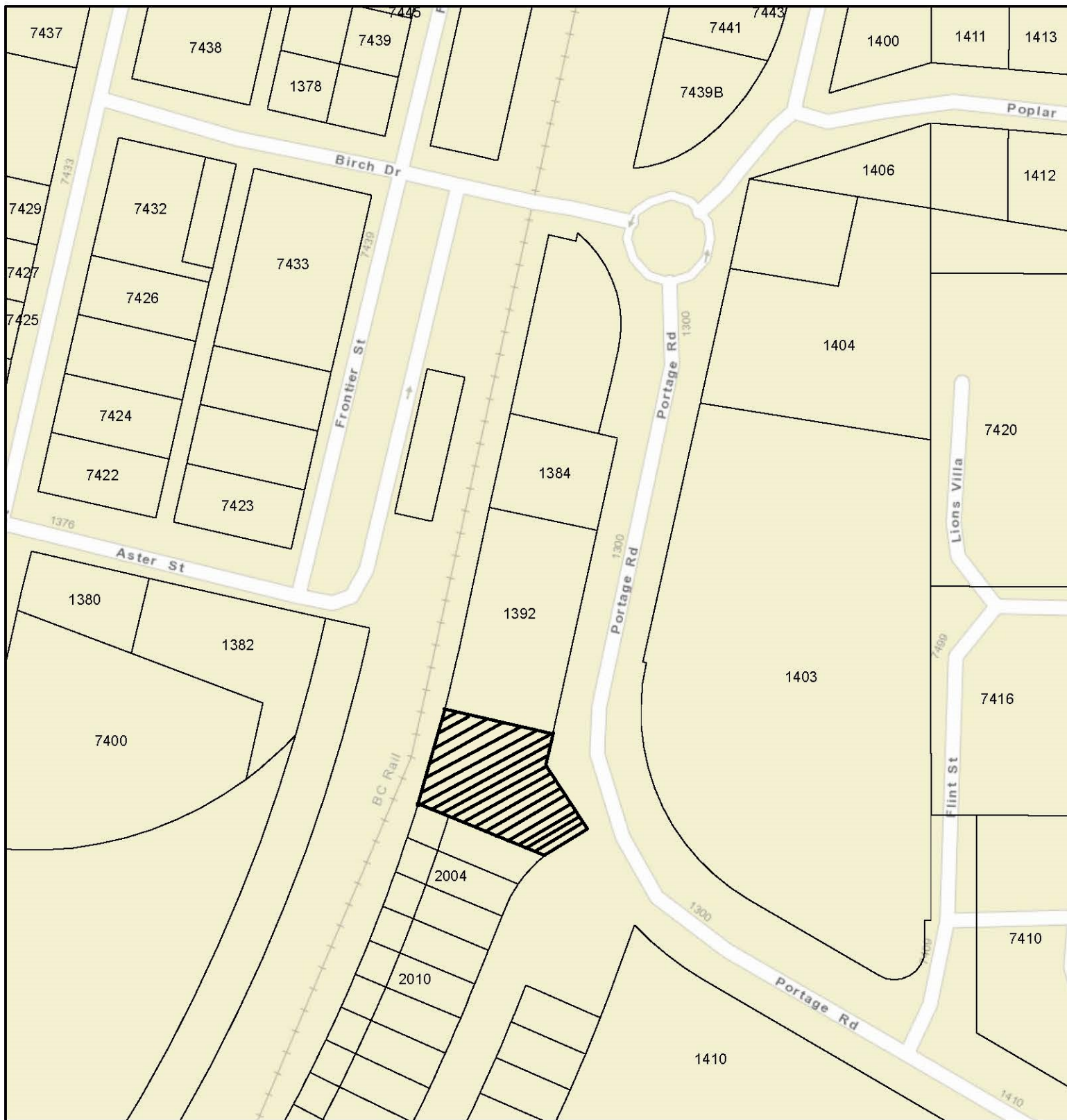
Date

Attached:

- Schedule 1 – Subject Lands Location Map**
- Schedule 2 – Site Plan**
- Schedule 3 – Landscape Plan**

Map 1: Location Map

Appendix A
Schedule 1



Legend

 Subject Property

1394 Portage Road
Lot B DL 203 LLD EPP46258

0 25 50 100 150 200
Meters



Village of Pemberton
Regular Council Meeting No. 1517
Tuesday, June 16, 2020
Date: 2020/6/2



708-1201 WEST PENDER
VANCOUVER, B.C. V6E2V2
TEL. (604) 736-3730

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REVISIONS:

| rev. | date | description |
|------|-----------|-----------------------|
| 1. | NOV 26/18 | CLIENT REVIEW |
| 2. | MAR 25/19 | CLIENT REVIEW |
| 3. | APR 04/19 | ISSUED FOR PERMIT |
| 4. | JUL 2/19 | REVISED FOR PERMIT |
| 5. | FEB 26/20 | REVISED FOR LANDSCAPE |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |

SEAL:

NOTES:
THE DRAWINGS ARE NOT TO BE SCALED.
THE DESIGNS AND DRAWING REMAIN THE PROPERTY OF ATA ARCHITECTURAL DESIGN LTD AND MAY NOT BE ALTERED, ISSUED, OR REPRODUCED WITHOUT THEIR SPECIFIC WRITTEN CONSENT.

THE CONTRACTOR MUST CHECK AND VERIFY ALL DETAILS AND DIMENSIONS OF THE JOB AND BE RESPONSIBLE FOR SAME REPORTING ANY DISCREPANCIES TO THE ARCHITECT BEFORE COMMENCING WORK.

ALL DRAWINGS, DETAILS AND SPECIFICATIONS ARE TO BE USED FOR CONSTRUCTION ONLY WHEN SIGNED BY ATA ARCHITECTURAL DESIGN.

CONSULTANT:

PROJECT:
**COFFEE TRUCK
PORTAGE
ROAD,
PEMBERTON
BC**

SHEET TITLE:

SITE PLAN

CHECKED BY: ATA

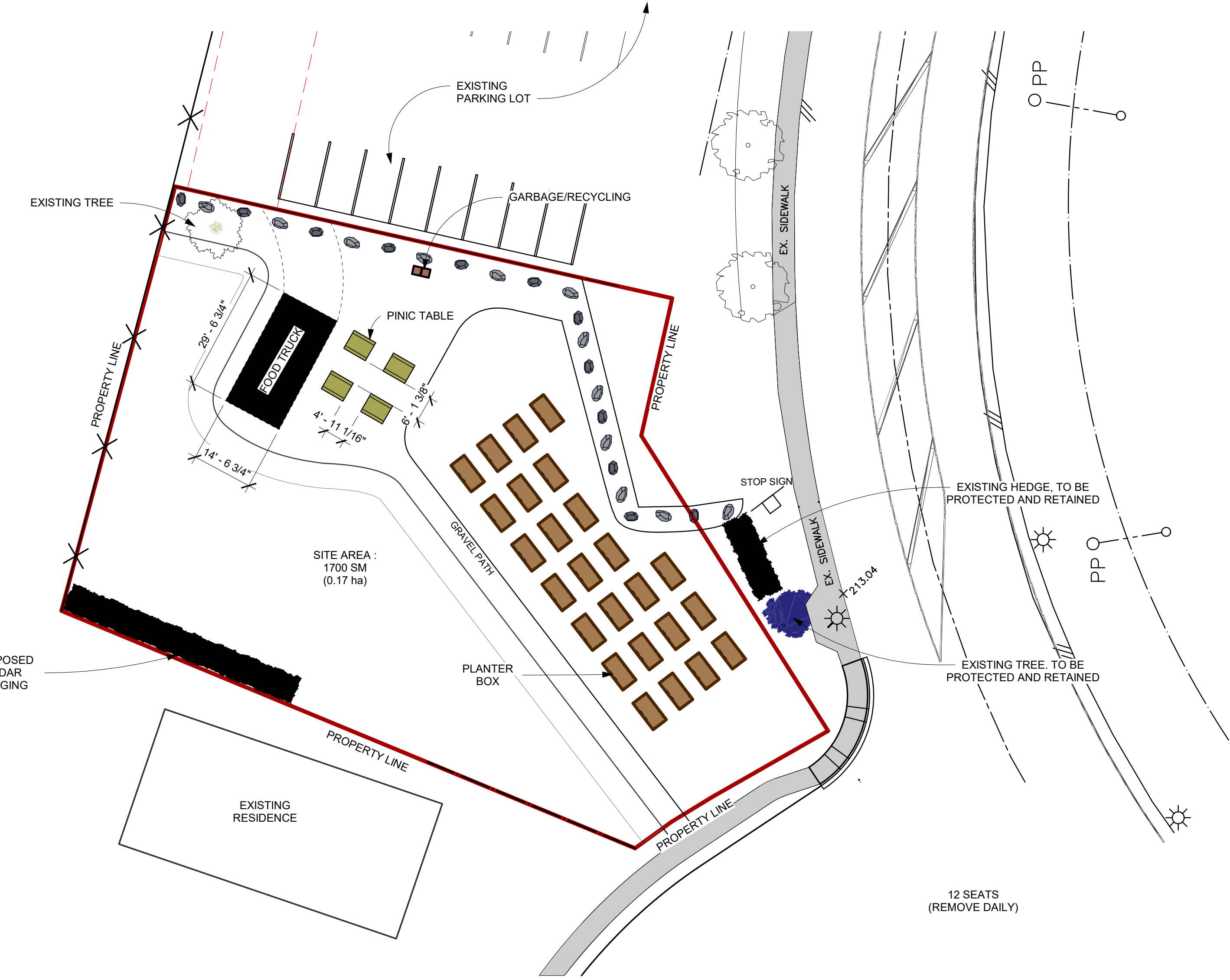
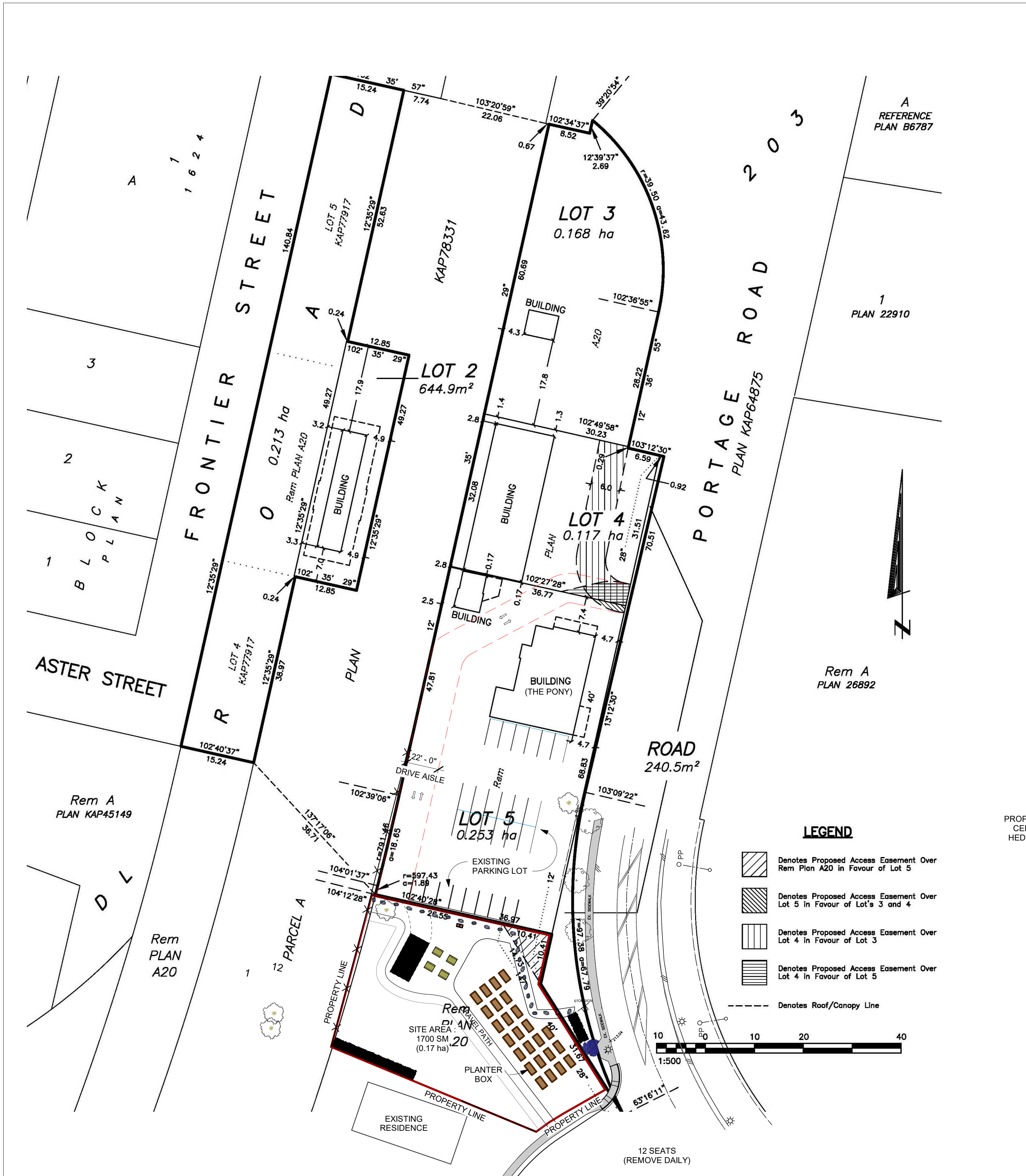
DRAWN BY: Author

START DATE: Issue Date

SCALE: As indicated

PROJECT NO. DRAWING NO.

18-38 A1.0



NOTE: SEE LANDSCAPE DRAWINGS FOR PLANT LIST AND LANDSCAPE MATERIALS

CONNECT LANDSCAPE ARCHITECTURE INC.
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LOCATION, AND ELEVATION OF UTILITIES AND /
OR CONCEALED STRUCTURES AT THE PROJECT
SITE.

THE CONTRACTOR IS RESPONSIBLE FOR
DETERMINING THE EXISTENCE, LOCATION, AND
ELEVATION OF ALL UTILITIES AND / OR
CONCEALED STRUCTURES, AND IS
RESPONSIBLE FOR NOTIFYING THE
APPROPRIATE COMPANY, DEPARTMENT OR
PERSON(S) OF ITS INTENTION TO CARRY OUT ITS
OPERATIONS.

3 ISSUED FOR REVIEW 20-01-27

2 ISSUED FOR REVIEW 20-01-21

1 ISSUED FOR REVIEW 20-01-10

REVISIONS

**PEMBERTON
FOOD TRUCK**

Pemberton, BC

Scale: 1:100

Drawn: KW

Reviewed: DS

Project No. 06-672

**LANDSCAPE CONCEPT
SITE PLAN**

L1.0

PLANT LIST

| HEDGE QTY. | BOTANICAL NAME | COMMON NAME | SIZE | SPACING |
|---|------------------------------|---------------|-------------|----------|
| | Thuja occidentalis 'Smaragd' | Emerald Cedar | 1.5m height | as shown |
| SEED MIX (HYDROSEED NATIVE TALL GRASS) | | | | |
| | Hydroseed Native Grass | Species TBD | seed | |

NOTES:

- 1) In case of discrepancy between plant numbers on this list and on the plan, the latter shall prevail.
- 2) All planting shall be in accordance with Canadian Landscape Standard, latest edition.
- 3) All planting beds to be mulched with 2" (50mm) of well-composted bark mulch.

EXISTING TREE,
TO BE PROTECTED
AND RETAINED

EXISTING RAIL LINE FENCE

PROPOSED ACCESS FOR
FOOD TRUCK (BOULDERS
TO BE TEMPORARILY
RELOCATED FOR ACCESS)

GARBAGE/RECYCLING
(BEAR PROOF)

EXISTING BOULDERS
TO BE RETAINED

GRAVEL
PATH/PAD

FOOD TRUCK

PICNIC TABLE

1500

1860

1500

BIRCH BARK MULCH

3375

MOW STRIP
MEADOW BUFFER

NATIVE TALL GRASS MEADOW

PROPOSED CEDAR HEDGING

1830

1830

GRAVEL PATH

STOP SIGN

PLANTER BOX

EX. SIDEWALK

213.0

RETAIN EXISTING ASPHALT

EXISTING HEDGE,
TO BE PROTECTED
AND RETAINED

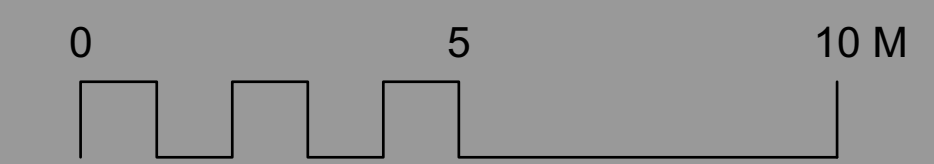
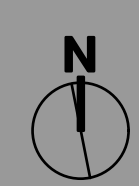
EXISTING TREE,
TO BE PROTECTED
AND RETAINED

NEW SODDED LAWN
OFFSITE BOULEVARDS

EXISTING RESIDENCE

PROPERTY LINE

PROPERTY LINE



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RESPONSIBLE FOR NOTIFYING THE
APPROPRIATE COMPANY, DEPARTMENT OR
PERSON(S) OF ITS INTENTION TO CARRY OUT ITS
OPERATIONS.

| | | |
|---|-------------------|----------|
| 3 | ISSUED FOR REVIEW | 20-01-27 |
| 2 | ISSUED FOR REVIEW | 20-01-21 |
| 1 | ISSUED FOR REVIEW | 20-01-10 |

REVISIONS

**PEMBERTON
FOOD TRUCK**

Pemberton, BC

Scale: AS SHOWN

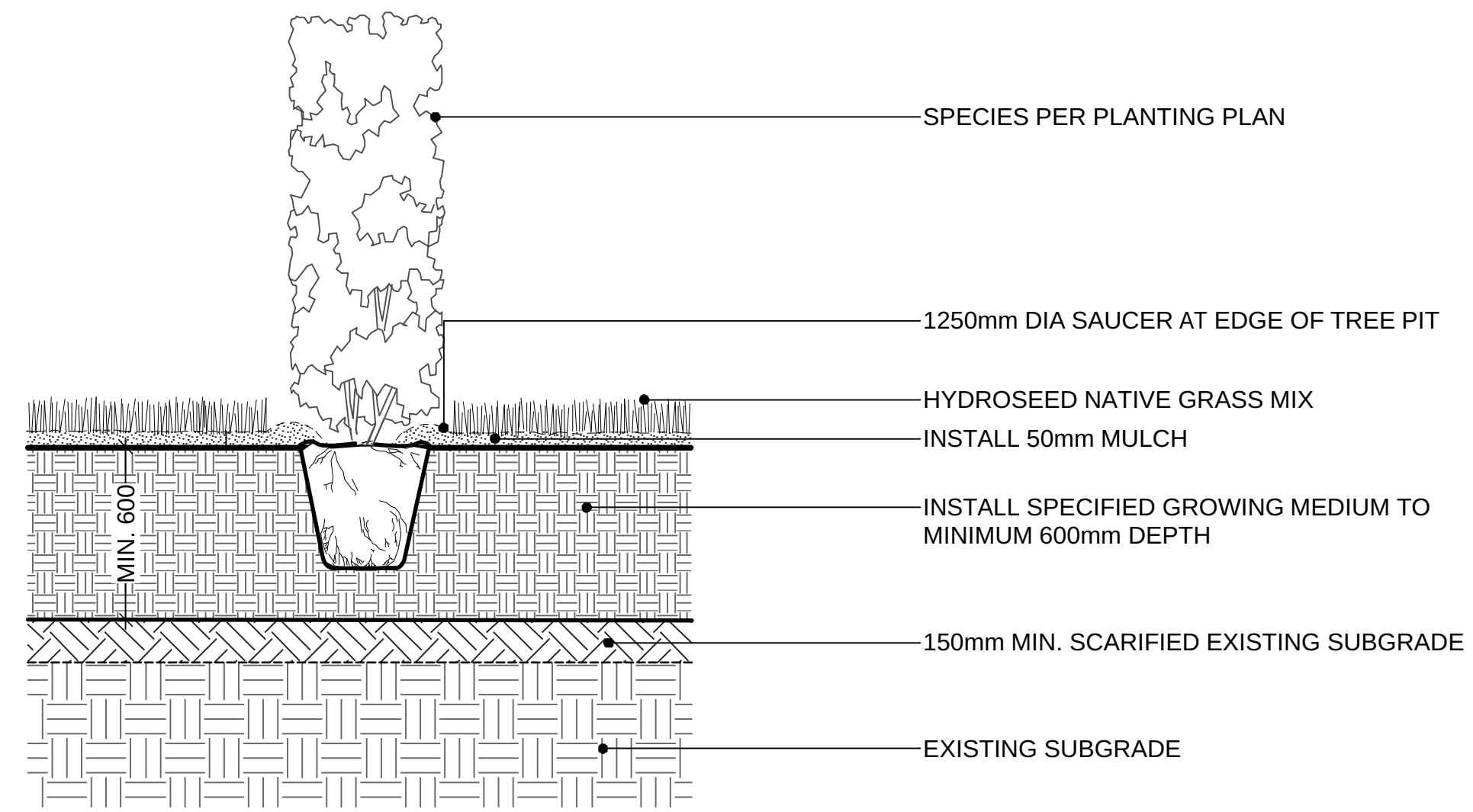
Drawn: KW

Reviewed: DS

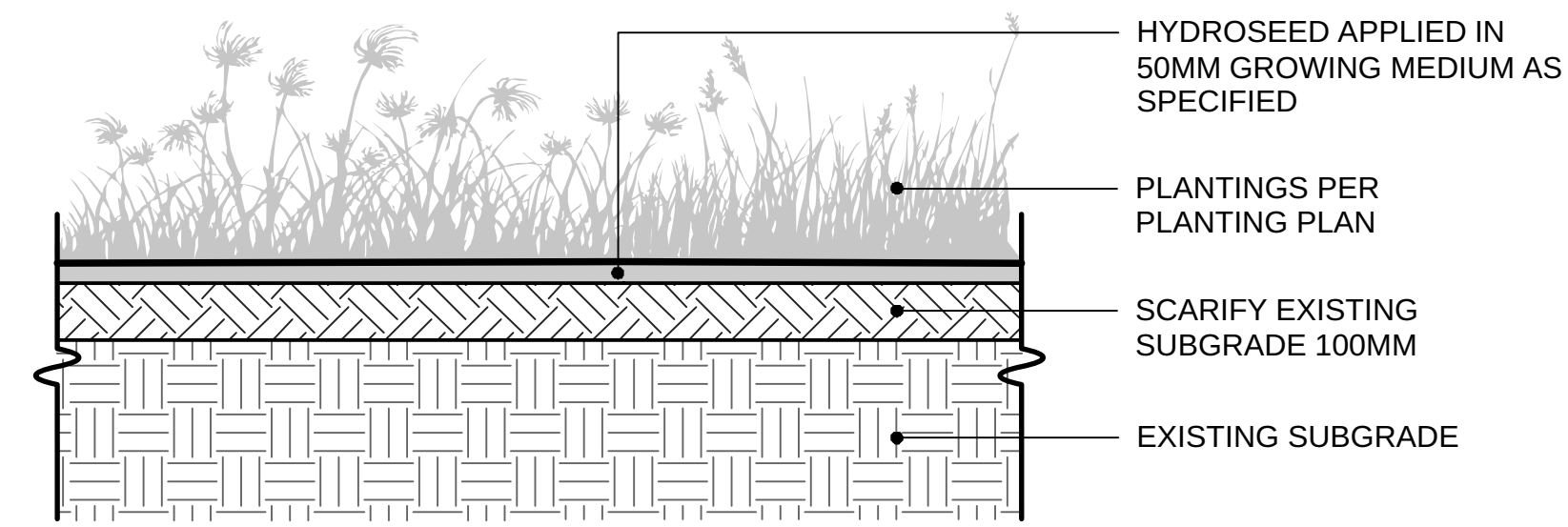
Project No. 06-672

SOFTSCAPE DETAILS

L4.0



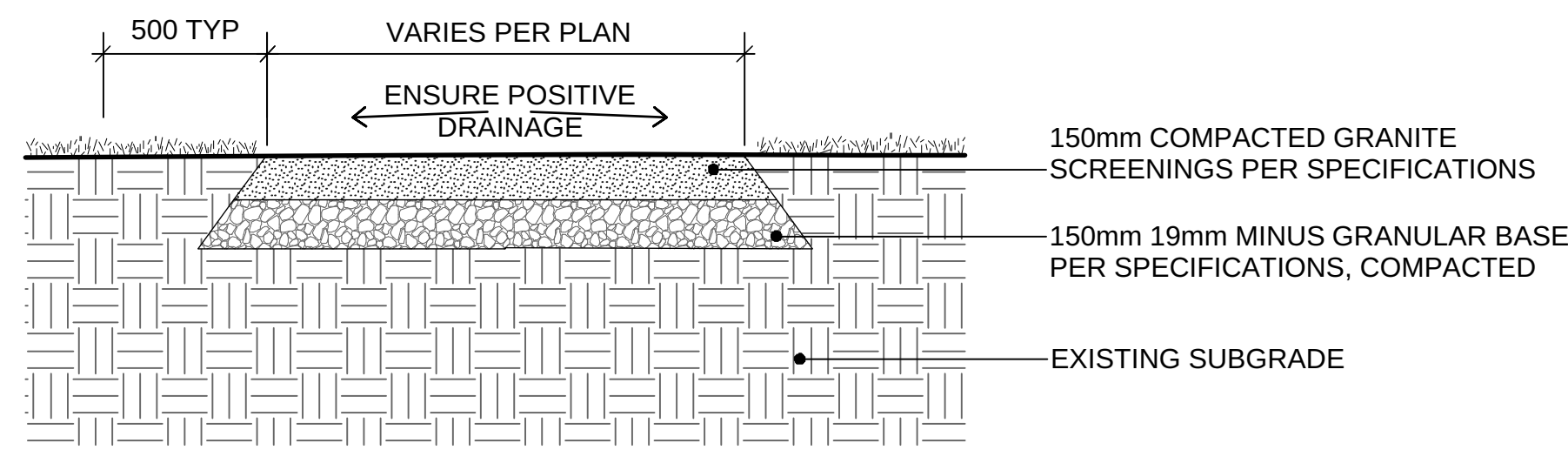
1 EVERGREEN HEDGE PLANTING ON GRADE (TYPICAL)
Scale: 1:20



2 HYDROSEED ON GRADE (TYPICAL)
Scale: 1:20

CONNECT LANDSCAPE ARCHITECTURE INC.
DOES NOT GUARANTEE THE EXISTENCE,
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SITE.

THE CONTRACTOR IS RESPONSIBLE FOR
DETERMINING THE EXISTENCE, LOCATION, AND
ELEVATION OF ALL UTILITIES AND / OR
CONCEALED STRUCTURES, AND IS
RESPONSIBLE FOR NOTIFYING THE
APPROPRIATE COMPANY, DEPARTMENT OR
PERSON(S) OF ITS INTENTION TO CARRY OUT ITS
OPERATIONS.



NOTE:
POSITIVE SLOPE ALL AREAS
SLOPE VARIES - SEE GRADING PLAN

1 PEDESTRIAN GRANULAR PATH ON GRADE (TYPICAL)
Scale: 1:20

"HEIRLOOM" SELF-WATERING PLANTER BY LIFE SPACE GARDENS
SIZE: 4' x 8'
MATERIAL: CEDAR, RAW OR STAINED



2 CEDAR PLANTER BOXES



FREEDOM 32 GARBAGE AND RECYCLING BINS "ANIMAL RESISTANT INCLUDING BEARS"
BY WISHONE SITE FURNISHINGS
SIZE: HEIGHT 1090MM (43") X DEPTH 585MM (23") X WIDTH 585MM (23")
MATERIAL: 100% RECYCLED PLASTIC SLATS WITH STEEL FRAME
COLOUR: SEMI-GLOSS BLACK POWDER COAT FOR STEEL FRAME AND WALNUT PLASTIC SLATS

| HAUL-ALL EQUIPMENT LTD. | | NO. | REVISION | DCO NO | DATE |
|-------------------------|------------------|---------|----------|--------|-------------------------|
| PART NUMBER | HF 32S | DISK BY | PS-PS | 1 | RELEASED TO PRODUCTION. |
| NAME | HF 32 c/w SIDING | SCALE | 3/16 | 2 | X X X |
| MATERIAL | AS SHOWN | FINISH | NONE | 3 | X X X |

ALL DIMENSIONS TO BE IN INCHES UNLESS OTHERWISE NOTED.
ALL DIMENSIONS TO BE ±1/32" UNLESS OTHERWISE NOTED.
ANGULAR TOLERANCES: FORMED: ±1°; MACHINED ±0.5°

ISO VIEW
SCALE 3/32

BOTTOM VIEW FOOTPRINT
OF CONTAINER & HOLE LOCATIONS

3 GARBAGE AND RECYCLING BINS (BEAR RESISTANT)
NTS

REPLAST
1306 Stearns Quay Street
Vancouver, BC V6L 2A8
Tel: (619) 336-2449 / Fax: (619) 336-2442

Parc Series - 72" Picnic Table #41
Rev.: December 10th, 2017

Features:

- The table slats are made of **ULTRAPLAST™** recycled plastic 2" x 6" (37mm x 137mm).
- The legs are made of black **ULTRAPLAST™** recycled plastic. Screws are inserted in the plastic during molding to fix backrest and seat slats.
- Reinforcement are made of flat steel, 2" x 3/16" (51mm x 5mm) and flat steel bar 3/16" x 1/4" (76mm x 6.5mm) coated with our black InfrGuard Professional anti-corrosion system.
- The base are made of black **ULTRAPLAST™** recycled plastic 4" x 4" (86mm x 86mm).
- Hidden hardware.
- Shipped ready to be assembled.

Standard installation details:

- Surface mounted.

Options:

- Stainless steel standard anchor.
- Stainless steel anti-theft anchor.
- Duckbill anchor.
- Factory assembled.
- Armrest.
- Customized engrave.

Weight: 334 Lb.

PARK SERIES PICNIC TABLE BY WISHONE SITE FURNISHINGS
MODEL NUMBER: 42P-6 - 6FT PICNIC TABLE
SIZE: HEIGHT 1090MM (43") X DEPTH 585MM (23") X WIDTH 585MM (23")
MATERIAL: 100% RECYCLED PLASTIC SLATS WITH STEEL FRAME
COLOUR: SEMI-GLOSS BLACK POWDER COAT FOR STEEL FRAME AND WALNUT PLASTIC SLATS



4 PICNIC TABLES
NTS

| | | |
|---|-------------------|----------|
| 3 | ISSUED FOR REVIEW | 20-01-27 |
| 2 | ISSUED FOR REVIEW | 20-01-21 |
| 1 | ISSUED FOR REVIEW | 20-01-10 |

REVISIONS

PEMBERTON FOOD TRUCK

Pemberton, BC

Scale: AS SHOWN

Drawn: KW

Reviewed: DS

Project No. 06-672

HARDSCAPE AND FURNISHING DETAILS



ADVISORY LAND USE PLANNING COMMISSION

ADVISORY LAND USE PLANNING COMMISSION MINUTES

Minutes for the Advisory Land Use Planning Commission of the Village of Pemberton held Thursday, May 30, 2019 at 6:00 pm at 7400 Prospect Street.

IN ATTENDANCE:

Sarah Allen (Chair)
 Kristina Salin
 Allison Twiss
 Bob Adams
 Kevin Clark

REGRETS:

Richard Nott

STAFF IN ATTENDANCE:

Lisa Pedrini, Manager of Development Services
 Gwendolyn Kennedy, Building & Planning Clerk (minutes)

PUBLIC IN ATTENDANCE:

1 (Applicant's Agent)

1. ORIENTATION

2. CALL TO ORDER

At 6:28 p.m. the meeting was called to order.

3. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

Moved/Seconded

THAT the minutes of Advisory Land Use Planning Commission meeting held May 3, 2018 be adopted as circulated.

CARRIED

5. TEMPORARY USE PERMIT – TUP009 – 1394 Portage Road – Food Truck

Lisa Pedrini, Manager of Development Services, presented the application for a food truck to be located at 1394 Portage Road. Ms. Pedrini noted that although the use "Food Truck"

was added to Zoning Bylaw No. 832, 2018 as a permitted use in the Town Centre Commercial (C-1) Zone, the property, adjacent to a restaurant and to residential properties of Tiyata, is zoned CD-5 and a food truck is not a permitted use in this zone.

In addition to acquiring a Temporary Use Permit, the property owner will need to obtain a Mobile/Temporary Vendor Business Licence and comply with the regulations of Business Licence Bylaw No. 842, 2018. The Village currently allows a maximum of five (5) Temporary/Mobile Vendor Business Licences annually and two (2) have been issued to date in 2019.

Ms. Pedrini introduced Andrew Terret, Architect and Agent for the property owner, to provide more detail regarding the application. Mr. Terret explained that the property owner plans to develop this property and the neighboring property (Pony/Bike Co.) in the future and that rather than leave the lot empty until this time, is seeking permission to operate a food truck selling coffee, tea and packaged foods on the property.

Discussion focused on landscaping, screening of portable toilets, traffic and parking, and the potential impact of this business on neighboring businesses.

Moved/Seconded

THAT the Advisory Land Use Planning Commission (ALUC) recommends to Council that the Temporary Use Permit application TUP009 for a coffee truck to be located at 1394 Portage Road be supported with the following conditions:

- a) that a traffic circulation and parking plan be prepared and submitted by a professional transportation engineer to the satisfaction of Staff;
- b) that a landscape plan be prepared and submitted by a professional landscape architect to the satisfaction of Staff;
- c) that if portable toilets are used to meet the requirement for provision of washroom facilities under Part 14 of Village of Pemberton Business Licence Bylaw No. 842, 2018, a minimum of two (2) portable toilets be available for customer use and each portable toilet be:
 - i. surrounded by a lockable enclosure to prevent vandalism;
 - ii. maintained at a schedule frequent enough to prevent noxious odours; and
 - iii. screened from surrounding streets and businesses by suitable placement of landscaping.
- b) that the permit be only issued for a maximum of one (1) year to test the use at this location, with the potential to renew for a period up to three (3) years with Council approval;
- c) that the applicant provide Council with the proposed hours and seasonal dates of operation;

Village of Pemberton
ADVISORY LAND USE PLANNING COMMISSION
May 30, 2019
Page 3 of 3

- d) that comments be sought from, at a minimum, adjacent businesses, the Pemberton and District Chamber of Commerce and Tourism Pemberton; and
- e) that the landscaping site plan be referred to the Advisory Design Review Commission for review.

CARRIED

6. NEXT MEETING

Future meetings will be scheduled for the third Monday of each month as needed.

7. ADJOURNMENT

At 7:34 p.m. the meeting was adjourned.



Sarah Allen, Chair

From: Michelle Di Tomaso <[REDACTED]>

Sent: Monday, June 8, 2020 2:00 PM

To: Joanna Rees <JRees@pemberton.ca>

Subject: Temporary Use Permit # - TUP#009 - 1394 Portage Road, Pemberton, B.C.

Hi Joanne,

I am writing to you in support the Temporary Use Permit # TUP#009 for 1394 Protage Road, Pemberton, BC.

The Food Truck opportunity, enhanced landscaping and community seating are just what this community and really the world needs right now.

An inviting place that gives the community a fun and inviting place to get together, share a meal and just make our hearts happy again.

What a great way to support local business... everyone wins...:)

Thank you for your time.

Kind regards,

Michelle Di Tomaso
Address not provided.

From: Gena Belanger <[REDACTED]>

Sent: Monday, June 8, 2020 8:02 PM

To: Joanna Rees <JRees@pemberton.ca>

Subject: temporary Use Permit # - TUP#009

Good afternoon,

I am writing to support the temporary Use Permit # - TUP#009.

Having food trucks and outdoor area on this property is a fantastic use of space and what a great way to create a community space and offering social distancing at the same time! The public will feel safe and able to grab and go or stay and enjoy. In Squamish we have allowed several food vendor location / licences in our downtown core to add flavour to our town and offer people a different option. I am a director on The Downtown Business Improvement Association, and we offered open arms and supported food trucks downtown. This has been a success. Our only drawback was they take up our parking stalls. We could only be so lucky to have a private piece of land to host food trucks. This application is a win/win- no question.

Gena Smith Belanger

[REDACTED]

Garibaldi Highlands, BC

[REDACTED]

From: Alexander Stoll <[REDACTED]>
Sent: Tuesday, June 9, 2020 10:28 AM
To: Joanna Rees <JRees@pemberton.ca>
Subject: Support for a 3 years temporary permit

Dear Joanna,

I write you this email to let you know that I give my entire support to this application TP009 .

I believe that it is a great idea to give support venture that invests themselves in Pemberton, and bring new ideas to our Community.

Sincerely Yours

Alex Stoll

[REDACTED]
Pemberton BC

From: blackshotwheels@shawbiz.ca <blackshotwheels@shawbiz.ca>

Sent: Thursday, June 11, 2020 12:40 PM

To: Joanna Rees <JRees@pemberton.ca>

Subject: temp use permit#TUP#009

Good Afternoon Joanna

We would just like to express our support on a temp use permit for a food truck to be operated at 1394 Portage Rd. We think its a great idea as there will be ample space for having an outdoor seating/ eating area and would liven up an otherwise unused dormant lot and add some more of our small town charm to the community.

It would be nice for anyone travelling through who would like a little more room for the kids to stretch their legs while stopping for lunch or just locals who can have lunch or dinner together but still keeping their safe distances during this trying time.

We 100% support this idea.

Regards,

Stephen and Robin Black
Blacks Hot Wheels



Date: June 16, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Joanna Rees, Planner

Subject: Non-Medical (Recreational) Cannabis Retail Policy DEV-011 Amendment

PURPOSE

The purpose of this report is to introduce an amendment to the Non-Medical (Recreational) Cannabis Retail Policy DEV-011 to reflect the recently updated Business License Bylaw No. 855, 2019 and remove the policy requirement for a minimum of two (2) employees to be on site at all times.

BACKGROUND

The provincial *Liquor and Cannabis Regulation Branch* (LCRB) is responsible for licencing non-medical (recreational) retail businesses. A cannabis retail licence applications must be initiated with the LCRB, before being referred to the Village of Pemberton. The Village may choose to make comments and recommendations on an application, based on the views of nearby residents.

Additionally, Local Governments have the following regulatory powers in respect of cannabis retail store licenses:

- Impose restrictions in zoning bylaws regarding the location of cannabis retail stores.
- Regulation of business through terms and conditions in business licensing bylaws, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage.
- Charge the applicant fees if choosing to assess an application.

The current Non-Medical (Recreational) Cannabis Retail Policy DEV-011 was approved on October 2, 2018 to identify the requirements for the sales of non-medical (recreational) cannabis in the Village of Pemberton. The current Non-Medical (Recreational) Cannabis Retail Policy DEV-011 is attached as **Appendix A**.

A letter was written to Mayor and Council from Kostya De, General Manger, GP Cannabis, dated March 6, 2020, requesting that the Non-Medical (Recreational) Cannabis Retail Policy be amended (attached, as **Appendix B**). The requested change was to remove the requirement of Section 5 Conditions of Use – Operational Requirements, specifically the requirement for a minimum of two (2) employees onsite at all times.

At the Regular Council Meeting No. 1510, held March 10, 2020, the following resolution was passed:

THAT Staff be directed to review the Non-Medical (Recreational) Cannabis Retail Policy respecting the staffing requirements and bring a report to Council at a future meeting.

CARRIED

DISCUSSION & COMMENTS

The Village's Non-Medical (Recreational) Cannabis Retail Policy Section 5. Conditions of Use – Operational Requirements states:

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

A minimum requirement of two (2) employees is not a requirement of the Liquor and Cannabis Regulation Branch (LCRB) Cannabis Retail Store Terms and Conditions Handbook (March 2020). The store security requirements in the LCRB's Cannabis Retail Store Terms and Conditions Handbook (March 2020) states:

1. An audible intruder alarm system monitored by a third-party
2. An audible fire alarm system monitored by a third-party
3. Locked retail display cases
4. Locked storage room
5. Secure perimeter door locks
6. Security cameras with full unobstructed view of:
 - a. the retail sales area
 - b. any product storage area
 - c. both the interior and exterior of all store entrances/exits

In addition, the following Operational Requirements are required in Section 23.4 of the Village's Business License Bylaw No. 855, 2019 to ensure cannabis retail business are operating securely and safely:

- b) *A person carrying on a cannabis retail business must install the following measures for security and safety on the business premises, and ensure they are operating and maintained in good working order at all times:*

- i. Security systems that meet or exceed the requirements of the Liquor and Cannabis Regulation Branch (B.C.) as set out in the Cannabis Retail Store Licence Terms and Conditions Handbook, as amended from time to time;*
- ii. Fire Alarm systems that, when installed or replaced, meet current CSA standards as approved by the Fire Chief for the Village and that are monitored at all times;*
- iii. Air filtration and odour suppression systems that meet the standards of the BC Building Code, as approved by the Chief Building Official for the Village; and*
- iv. Any other security measures that the Chief of Police (RCMP) or the Fire Chief for the Village consider necessary in the circumstances of a specific facility or premises for public safety or security or fire safety, as applicable.*

The Village's Non-Medical (Recreational) Cannabis Retail Policy was approved prior to the Business License Bylaw No. 855, 2019. Now that Operational Requirements for Cannabis Retail Establishments are listed in the Business Licence Bylaw, there is no need to continue to list these requirements in the Cannabis Retail Policy. A Cannabis Retail Establishment may not operate without a Business Licence and having Operational Requirements in both the Policy and the Business Licence Bylaw is redundant.

Further, the Non-Medical (Recreational) Cannabis Retail Policy was drafted prior to the legalization of cannabis on October 17, 2018. As a result, security and employee safety concerns were heightened due to the unknown nature of introducing retail cannabis stores to the community. The requirement to have two (2) employees on site at all times was included by Staff as a result of following the lead of other BC municipalities at the time, such as the City of Chilliwack. However, Staff have determined that this is a requirement of all municipalities; for example, the District of Squamish does not require a minimum of two (2) employees in their regulations.

Staff have reviewed the request provided by Mr. De, General Manger, GP Cannabis, and agrees that the requirement for a minimum of two (2) employees to be on site at all times does not appear to be necessary to ensure employee safety. The safety and security requirements from the Province and stated in the Business License Bylaw No. 855, 2019 are sufficient.

The Draft Revised Non-Medical (Recreational) Cannabis Retail Policy is attached as **Appendix C** for Council's consideration of support. The attached reflects revisions made to update the policy, removing all Operational Requirements already stated in the Business Licence Bylaw, and deleting the policy requirement for a minimum of two (2) employees to be on site at all times.

COMMUNICATIONS

There are no communications elements required at this time. If the amended policy is adopted Staff will notify Cannabis Retail Business License holders.

LEGAL CONSIDERATIONS

There are no legal considerations for this revision.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

The proposed amendments were reviewed with the Manager of Corporate and Legislative Services.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

In development of the Non-Medical (Recreational) Cannabis Retail Policy DEV-011, the draft policy was referred to neighbouring jurisdictions including: Lil'wat Nation, Squamish-Lillooet Regional District, and Vancouver Coastal Health. The requirement of two (2) employees was not identified as an important factor by any neighbouring jurisdictions.

POTENTIAL GOVERNANCE CONSIDERATIONS

Consideration to amend the Non-Medical (Recreational) Cannabis Retail Policy DEV-011 meets with Strategic Priority Two: Good Governance whereby the Village is committed to citizen engagement and being an open and accountable government.

RECOMMENDATIONS

THAT Council approves the amended Non-Medical (Recreational) Cannabis Retail Policy.

Attachments:

Appendix A: Non-Medical (Recreational) Cannabis Retail Policy DEV-011

Appendix B: Letter from Kostya De, General Manger, GP Cannabis – March 6 2020

Appendix C: Amended Non-Medical (Recreational) Cannabis Retail Policy – June 2020
(tracked changes and clean version)

| | |
|----------------------|---|
| Prepared by: | Joanna Rees, Planner |
| Manager Approval by: | Lisa Pedrini, Manager of Development Services |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer |

Non-Medical (Recreational) Cannabis Retail Policy

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

POLICY PURPOSE

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

JURISDICTION

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

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

OBJECTIVES

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

DEFINITIONS

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

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

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

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

POLICY

1. Licencing Referrals and Notification

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

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

2. Application Referral Review Fee

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

3. Land Use and Zoning

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

4. Conditions of Use - Distancing Requirements

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

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

5. Conditions of Use - Operational Requirements

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

6. Business Licence Fee and Requirements

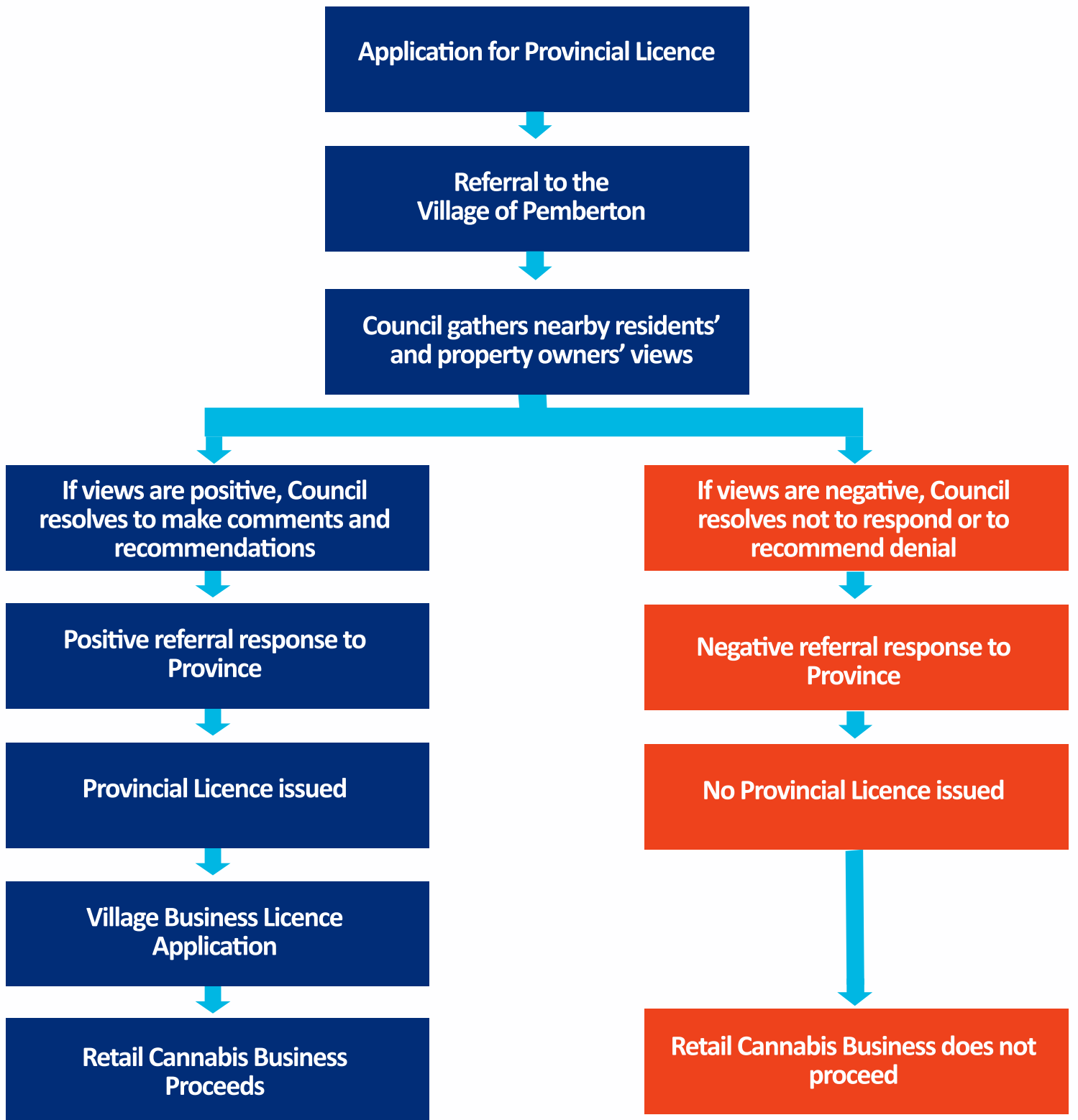
- A non-medical (recreational) cannabis retail business must obtain a Village of Pemberton Business Licence before operating their business.
- The annual fee for a Business Licence for a non-medical (recreational) cannabis retail business shall be established at a rate not less than \$1,500. Business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

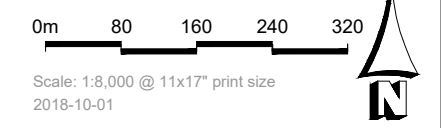
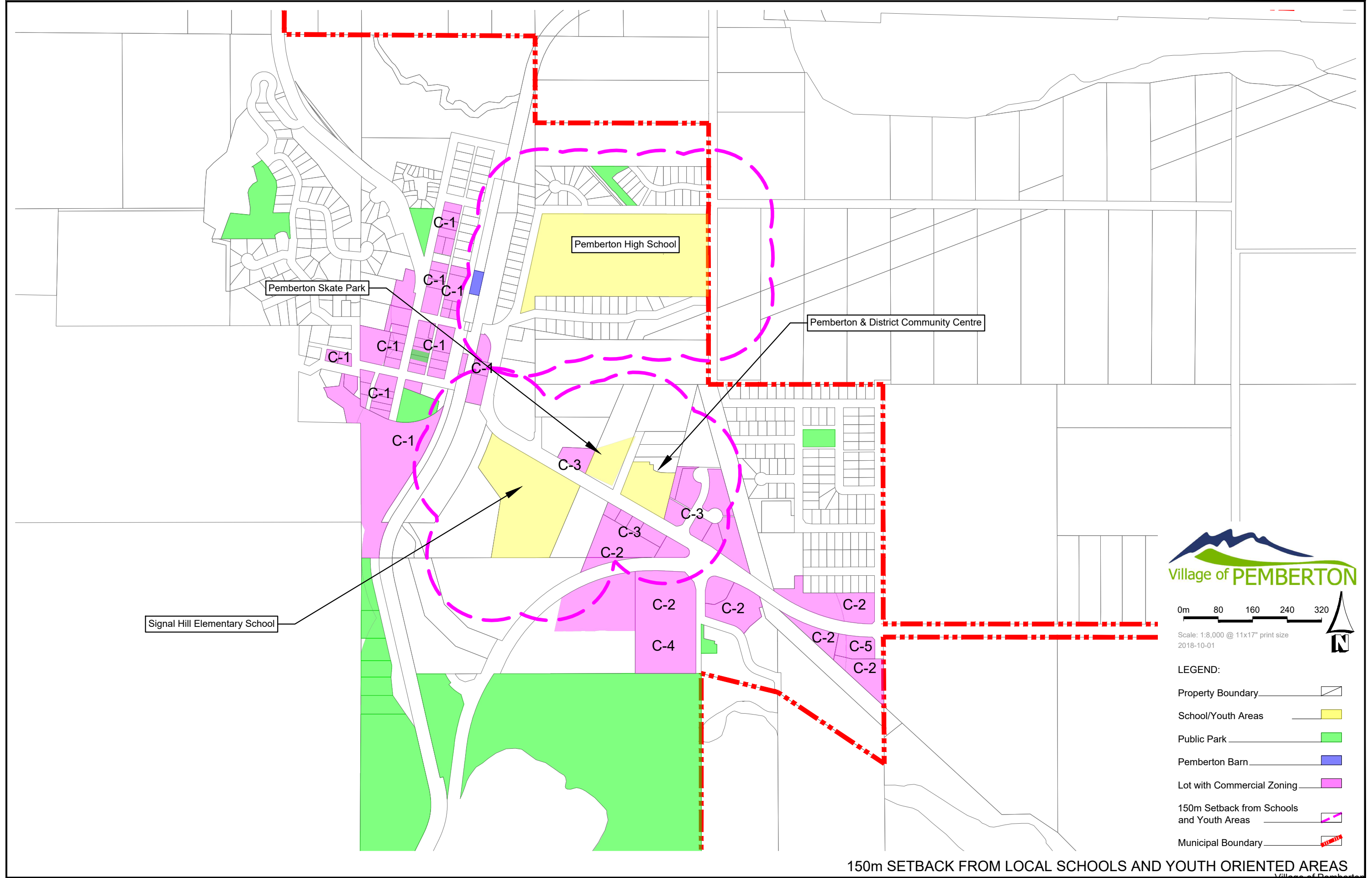
7. Signage

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



Non-Medical (Recreational) Cannabis Retail Licence Application Process





LEGEND:

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

150m SETBACK FROM LOCAL SCHOOLS AND YOUTH ORIENTED AREAS

From: GP Cannabis [REDACTED]
Subject: GP Cannabis - please consider amending policy
Date: March 6, 2020 at 4:13:12 PM PST
To: mrichman@pemberton.ca

Hi Mike,

My name is Kostya, General Manager at the GP Cannabis Store.

I am writing you this letter regarding “Non - Medical (Recreational) Cannabis Retail Policy” to consider amending sixth (6th) point on section 5 - Conditions of Use - Operational requirements.

The sixth on section 5 states that there must be “a minimum of two (2) employees onsite at all times”. It would be really appreciated if the rule is changed to just 1 employee on site.

As I understood, the “two employees on site” rule was initially imposed for safety measures in case somebody tries to rob the store. To mitigate this happening we have installed panic buttons, security alarms and 9 cameras just for the cannabis store and 20+ cameras around the premises.

After operating for a few months I can say that there is no need to have 2 people working at all times everyday.

Due to the small population and quiet evolved black market in Pemberton, the store does not generate enough revenue to support paying 2 people.

Additionally, the 2nd store, Hemp Phase (right beside us) is coming soon, which will take a large portion of the market in the area. If this rule is not changed, GP Cannabis could go out of business due to high overhead and expected lower sales.

If the rule is amended, we will be able to keep operating and provide jobs, but most importantly it will help fighting the black market. The more people buy at licensed stores the more tax money comes to our government. It is a win-win situation for everyone.

I believe we should treat cannabis stores as any other businesses such as hotels, liquor stores and pubs otherwise the black market will continue evolving in cannabis industry.

Thank you for addressing it and I hope to hear back from you

Kind regards,

--

Kostya De | General Manager

Email: [REDACTED]

Phone: [REDACTED]

Cell: [REDACTED]

[REDACTED]
7423 Frontier St
Pemberton, BC
V0N 2L0

Non-Medical (Recreational) Cannabis Retail Policy

| | | | |
|-----------------|----------------------|--------------|--------------|
| Department: | Development Services | Policy No.: | DEV-011 |
| Sub-department: | Planning | Created By: | Lisa Pedrini |
| Approved By: | Council | Amended By: | Joanna Rees |
| Approved Date: | 2 October 2018 | Amendment: | 16 June 2020 |
| Meeting No.: | 1477 | Meeting No.: | 1517 |

POLICY PURPOSE

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

JURISDICTION

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

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



Recreational Cannabis Retail Policy

OBJECTIVES

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

DEFINITIONS

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

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

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

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

POLICY

1. Licencing Referrals and Notification

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

Department: Development Services Policy No.: AMENDED DEV-019011 Page:2 of 6
Sub-department: Planning Created Lisa Pedrini, Senior Joanna
Amended By: Rees, Planner



Recreational Cannabis Retail Policy

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

2. Application Referral Review Fee

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

3. Land Use and Zoning

- The Village of Pemberton Zoning Bylaw No. 832, 2018 prohibits medical cannabis dispensaries in all zones.
- In order for non-medical (recreational) cannabis retail sales to be permitted in the Village of Pemberton, the Village ~~will initiate~~ adopted a Zoning Amendment (Amendment Bylaw No. 847, 2018; adopted October 16, 2018) to permit non-medical (recreational) cannabis retail in the Town Centre Commercial (C-1) Zone, under certain Conditions of Use.
- A maximum of two (2) non-medical (recreational) cannabis retail businesses will be permitted to operate in the Town Centre Commercial (C-1) Zone at any one time.

4. Conditions of Use - Distancing Requirements

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

Department: Development Services Policy No.: AMENDED DEV-019011 Page: 3 of 6
 Sub-department: Planning Created Lisa Pedrini, Senior Joanna
 Amended By: Rees, Planner



Recreational Cannabis Retail Policy

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

5. ~~Conditions of Use~~—Operational Requirements

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

6. Business Licence Fee and Requirements

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

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Recreational Cannabis Retail Policy

Department: Development Services

Policy No.: AMENDED DEV-010011

Page: 5 of 6

Sub-department: Planning

Created Lisa Pedrini, Senior Joanna
Amended By: Rees, Planner



Recreational Cannabis Retail Policy

7. Signage

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

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Department: Development Services

Policy No.: AMENDED DEV-010011

Page: 6 of 6

Sub-department: Planning

Created Lisa Pedrini, Senior Joanna
Amended By: Rees, Planner

Non-Medical (Recreational) Cannabis Retail Policy

| | | | |
|-----------------|----------------------|--------------|--------------|
| Department: | Development Services | Policy No.: | DEV-011 |
| Sub-department: | Planning | Created By: | Lisa Pedrini |
| Approved By: | Council | Amended By: | Joanna Rees |
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Date: June 16, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Joanna Rees, Planner
Subject: Village of Pemberton Plant List 2020

PURPOSE

To present to Council the new Village of Pemberton Plant List (June 2020) for consideration of approval.

BACKGROUND

In 2011, following the update of the Official Community Plan, the Village of Pemberton Landscape Plant List was received by Council to replace and supersede the Village Vision Tree List. The Village of Pemberton Landscape Plant List was used as a reference document to support the policies in the Development Permit Area Guidelines. In addition to use by developers, the Plant List is also used as reference document for public landscaping projects and by local gardeners. Recently, Staff discovered that the 2011 Plant List contained several plant species that are considered wildlife attractants and as a result, Staff felt it was critical to review and update the Plant List accordingly.

DISCUSSION

The Village of Pemberton Plant List (June 2020), attached as **Appendix A**, includes the following:

- Identification of coniferous trees, deciduous trees, shrubs, perennials, ornamental grasses, ferns, ground covers, and vines/creepers;
- Listing of both botanical and common names;
- Indication of special characteristics such as: shade tolerance, tree size, native species, slow growing, seasonal colouring and evergreen;
- Invasive plants to avoid;
- Bear attractants to avoid; and
- Helpful resources.

The Plant list was updated to remove wildlife attractants and provide additional information on invasive species and wildlife attractants based on information provided by the Bear Smart Society and the Sea to Sky Invasive Species Council.

The following information was added to the Plant List:

- Additional invasive plants to avoid
- Bear attractants
- Helpful resources

The following wildlife attractant plants were removed:

Deciduous Trees

| | |
|----------------------------------|-------------------------------|
| <i>Acer circinatum</i> | Vine Maple |
| <i>Alnus rubra</i> | Red Alder |
| <i>Amelanchier x grandiflora</i> | 'Princess Diana' Serviceberry |

Shrubs

| | |
|------------------------------|--------------------------------|
| <i>Amelanchier alnifolia</i> | Serviceberry (Saskatoon Berry) |
| <i>Cornus stolonifera</i> | Redtwig Dogwood |
| <i>Oplopanax horridum</i> | Devil's Club |
| <i>Rosa nutkana</i> | Nootka Rose |
| <i>Rosa woodsia</i> | Wood's Rose |
| <i>Rubus parviflorus</i> | Thimbleberry |
| <i>Rubus spectabilis</i> | Salmonberry |
| <i>Salix purpurea 'nana'</i> | Arctic Willow |
| <i>Sambucus racemose</i> | Red Elderberry |
| <i>Symphoricarpose albus</i> | Common Snowberry |
| <i>Vaccinium parviflorum</i> | Red Huckleberry |
| <i>Viburnum edule</i> | Highbush Cranberry |

Ground Covers

| | |
|--------------------------------|-------------------------|
| <i>Arctostaphylos uva-ursi</i> | Kinnickinnick/Bearberry |
| <i>Cornus canadensis</i> | Bunchberry |
| <i>Fragaria chiloensis</i> | Coastal Strawberry |

Finally, the Plant List was re-formatted in accordance with the Village of Pemberton Style Guide.

COMMUNICATIONS

The new Village of Pemberton Plant List, will be publicized to the community through the Village website and ENews .

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time. The Village of Pemberton Plant List will be implemented through the Development Permit Guidelines within the Village of Pemberton Official Community Plan.

IMPACT ON BUDGET & STAFFING

The research and preparation of the report and reference document is a component of the daily work undertaken by the Development Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required respecting this reference document.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options provided at this time.

•

POTENTIAL GOVERNANCE CONSIDERATIONS

This reference document supports 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 receive the Village of Pemberton Plant List (June 2020).

Attachments:

Appendix A: Village of Pemberton Plant List (June 2020)

| | |
|-------------------|---|
| Prepared : | Joanna Rees, Planner |
| Manager Approval: | Lisa Pedrini, Manager of Development Services |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer |

Village of Pemberton Plant List



June 2020



Contents

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| Invasive Plants to Avoid | 13 |
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DRAFT



How to use this Plant List

This plant list provides a guideline for plant selection in the Pemberton area. The list is not meant to be all-inclusive; depending on site conditions and purpose of a landscape, additional plants may be suitable. Use of native coniferous and deciduous trees as well as shrubs is emphasized.

A variety of perennials and grasses are on the list which are not native but are hardy and add colour and variety to the landscape. Additionally, a list of invasive species and wildlife attractant plants to avoid is provided. Each plant has two names, one common name used in everyday speech such as Yellow Cedar, and its scientific botanical name, *Chamaecyparis nootkatensis*. Plants are listed by plant type category and are identified alphabetically.

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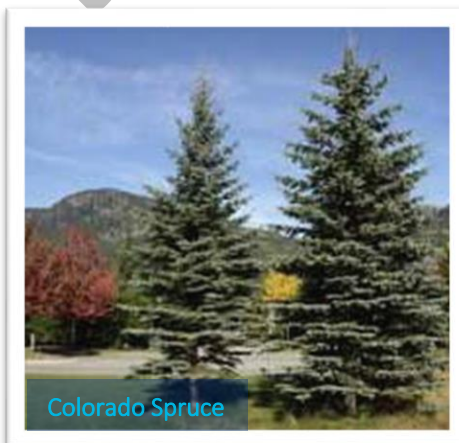
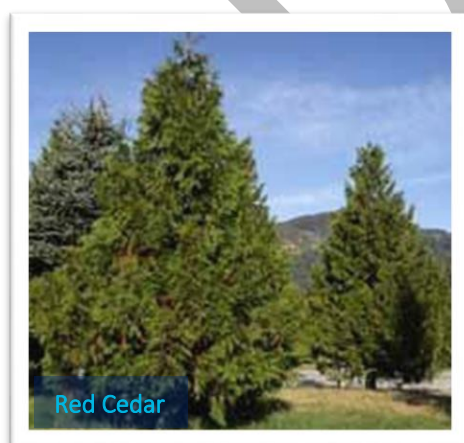


Recommended Plants

Coniferous Trees

The following Conifers are selected on the basis of being native, suitable for the area, disease resistant and native-like in appearance.

| BOTANICAL NAME | COMMON NAME | NOTE |
|---------------------------------------|-------------------------|-----------------------|
| <i>Chamaecyparis nootkatensis</i> | Yellow Cedar | Native |
| <i>Picea glauca</i> | White Spruce | Native |
| <i>Picea pungens</i> | Colorado Spruce | |
| <i>Picea engelmannii x sitchensis</i> | Engelman x Sitka Spruce | Native |
| <i>Pinus contorta</i> | Lodgepole Pine | Native |
| <i>Pinus uncinata</i> | Mountain Pine | Slow Growing |
| <i>Pseudotsuga menzeisii</i> | Douglas Fir | (Interior Strain) |
| <i>Thuja plicata</i> | Red Cedar | Native |
| <i>Tsuga mertensiana</i> | Mountain Hemlock | Native / Slow Growing |





Deciduous Trees

While there are a great variety of suitable deciduous trees, the selection is meant to focus on native trees, growth character, and native-like appearance.

| BOTANICAL NAME | COMMON NAME | NOTE |
|--|-----------------------------------|---------------------|
| <i>Acer glabrum</i> | Douglas Maple | Native - Small Tree |
| <i>Acer rubrum</i> | Red Maple | |
| <i>Acer palmatum</i> | Japanese Maple | Small Tree |
| <i>Betula papyrifera</i> (Triple/Single Stems) | Paper Birch | Native |
| <i>Betula jacquemontii</i> | Himalayan Birch | |
| <i>Cornus nuttallii</i> | Pacific Dogwood | Native |
| <i>Gleditsia tricanthos var. inermis</i> | Thornless Honeylocust | |
| <i>Populus tremuloides</i> | Trembling Aspen | Native |
| <i>Prunus x yedoensis akebono</i> | Ornamental Flowering Cherry/White | Small Tree |
| <i>Syringa reticulata</i> | Japanese Lilac Tree | Small Tree |
| <i>Tilia cordata</i> | Littleleaf Linden | Medium Size Tree |





Shrubs

The following Shrubs are selected emphasizing a variety of size, shape and colour and hardiness. The list focusses on native plants.

| BOTANICAL NAME | COMMON NAME | NOTE |
|---|------------------------------------|---------------------|
| <i>Acer ginnala</i> | Amur Maple | |
| <i>Azalea 'Pink Lights' or 'White Lights'</i> | Azalea | |
| <i>Cornus alba elegantissima</i> | Variegated Dogwood | |
| <i>Cornus sericea flaviramea</i> | Yellowtwig Dogwood | |
| <i>Cornus sanguinea</i> | 'Midwinter Fire' Dogwood | Winter Colour |
| <i>Euonymus japonicus</i> | Golden Euonymus | |
| <i>Hydrangea arborescens</i> | 'Annabelle' Hydrangea | |
| <i>Pachistima myrsinites</i> | False Box | Native & Evergreen |
| <i>Physocarpus opulifolius</i> | Ninebark | |
| <i>Pieris floribunda</i> | Mountain Pieris | Broadleaf Evergreen |
| <i>Pinus mugo pumilo</i> | Mugo Pine | Low Conifer |
| <i>Explorer Roses</i> | | |
| <i>Rosa Baffin</i> | Baffin Rose | |
| <i>Rosa 'Morden Snow Beauty'</i> | Morden's Snow Beauty | |
| <i>Rosa explorer 'Champlain'</i> | Champlain Rose (Red) | |
| <i>Rosa 'Martin Frobisher'</i> | Martin Frobisher Rose (light pink) | |
| <i>Rosa explorer 'Frontenac'</i> | Frontenac Rose (deep pink) | |
| <i>Rosa explorer 'Simon Fraser'</i> | Simon Fraser Rose (med pink) | |
| <i>Rosa rugosa 'Jens Munk'</i> | Jens Munk Rugosa Rose (Med Pink) | |
| <i>Rhododendron</i> | | Evergreen |
| <i>Rhododendron impeditum</i> | Rhododendron | |
| <i>Rhododendron keleticum</i> | Rhododendron | |
| <i>Rhododendron maximum</i> | Rosebay Rhododendron | |
| <i>Rhododendron PJM</i> | Rhododendron | |
| <i>Rhododendron ramapo</i> | Rhododendron | |
| <i>Spiraea douglasii</i> | Hardhack | Native |
| <i>Taxus Cuspidata</i> | Spreading Yew | Deer Resistant |



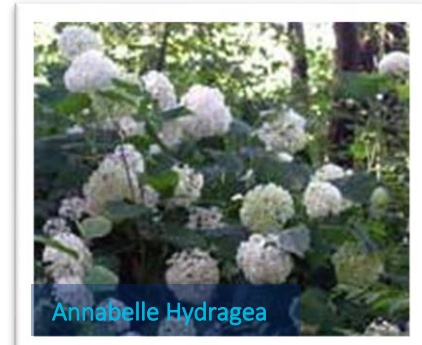
Pink Lights



Yellowtwig Dogwood



Redtwig Dogwood



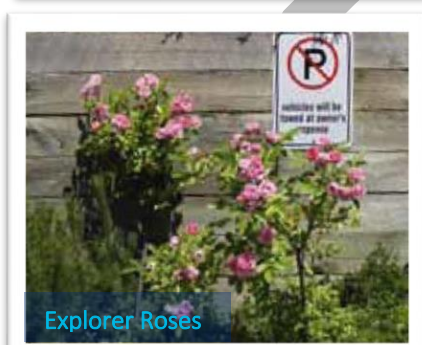
Annabelle Hydrangea



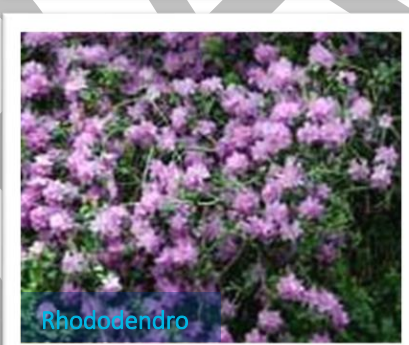
Mugo Pine



Hardhack



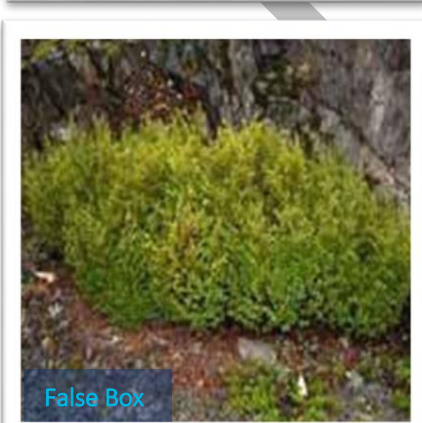
Explorer Roses



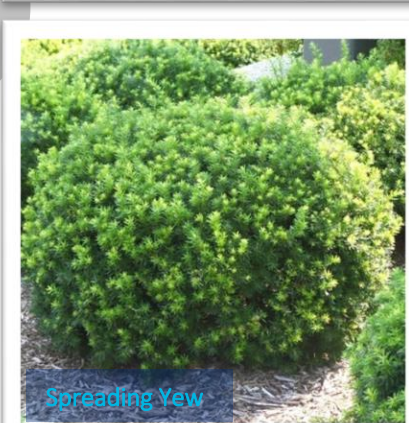
Rhododendro



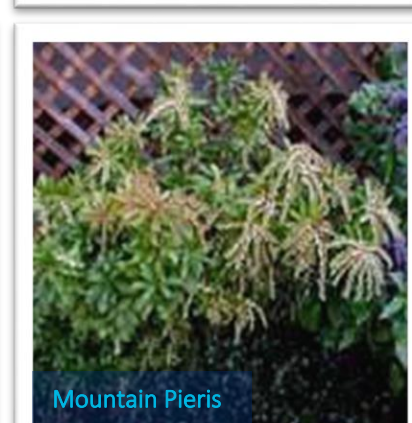
Arctic Willow



False Box



Spreading Yew



Mountain Pieris



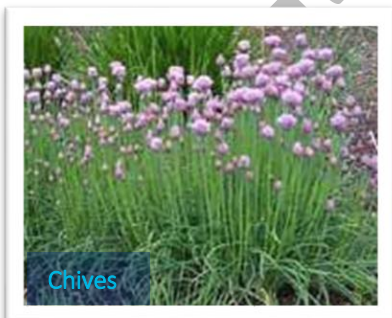
Perennials

There are many suitable perennial varieties available for Pemberton. The purpose of this selection is to achieve a native-like look with plants that grow well in landscapes in this area.

| BOTANICAL NAME | COMMON NAME | NOTE |
|---|---------------------------|----------------|
| <i>Alchemilla mollis</i> | Lady's Mantle | |
| <i>Allium schoenoprasum</i> | Chives | |
| <i>Aquilegia formosa</i> | Red columbine | Native |
| <i>Artemisia 'Silver Mound'</i> | Silver Mound Sage | |
| <i>Astilbe chinensis Pumila</i> | Chinese Astilbe | |
| <i>Astilbe x ardensii</i> | 'Elizabeth Bloom' Astilbe | |
| <i>Astilbe x ardensii</i> | 'Peach Blossom' Astilbe | |
| <i>Astilbe x ardensii</i> | 'Snowdrift' Astilbe | |
| <i>Astilbe simplicifolia x 'Sprite'</i> | Sprite Astilbe | |
| <i>Camassia quamash</i> | Camassia | Native |
| <i>Chrysanthemum x superbum 'Alaska'</i> | Alaska Shasta Daisy | |
| <i>Chrysanthemum x superbum 'Sedgewick'</i> | Sedgewick Shasta Daisy | |
| <i>Coreopsis verticillata 'Golden Showers'</i> | Golden Showers Tickseed | |
| <i>Coreopsis verticillata 'Moonbeam'</i> | Moonbeam Tickseed | |
| <i>Delphinium x Belladonna</i> | Belladonna Larkspur | |
| <i>Delphinium grandiflorum</i> | Blue Elf Larkspur | |
| <i>Digitalis grandiflora</i> | Yellow Foxglove | |
| <i>Echinacea purpurea</i> | Purple Coneflower | |
| <i>Echinacea purpurea 'Talent White'</i> | White Coneflower | |
| <i>Echinops ritro 'Taplow Blue'</i> | Taplow Blue Globe Thistle | |
| <i>Gallardia x grandiflora 'Monarch Strain'</i> | Blanket Flower | |
| <i>Hermerocallis 'Black-eyed Stella'</i> | Black Eyed Stella Daylily | |
| <i>Hermerocallis 'Happy Returns'</i> | Happy Returns Daylily | |
| <i>Hosta 'Ginko Craig'</i> | Ginko Craig Hosta | Shade Tolerant |
| <i>Hosta 'Patriot'</i> | Patriot Hosta | Shade Tolerant |
| <i>Iberis sempervirens 'snowflake'</i> | Candytuft | |
| <i>Iris pallida 'Aureo-variegata'</i> | Sweet Iris (Variegated) | |
| <i>Iris pallida 'Variegata'</i> | Sweet Iris (Variegated) | |
| <i>Liatis spicata 'Kobold'</i> | Blazing Star | |
| <i>Ligularia stocephala</i> | Rocket | |



| | | |
|--|------------------------------|--------|
| <i>Lilium columbianum</i> | Tiger Lily | Native |
| <i>Monarda didyma</i> 'Gardenview Scarlet' | Bee-Balm | |
| <i>Nepeta x 'Dropmore Blue'</i> | Dropmore Blue Catmint | |
| <i>Penstemon fruticosus</i> 'Purple Haze' | Beard-Tongue | Native |
| <i>Rudbeckia fulgida</i> 'Goldsturm' | Goldsturm Cone Flower | |
| <i>Rudbeckia nitida</i> 'Herbstonne' | Herbstonne Rudbeckia | |
| <i>Salvia x superba</i> 'Miss Indigo' | Miss Indigo Sage | |
| <i>Sedum spectabilis</i> 'Autumn Joy' | Autumn Joy Stonecrop | |
| <i>Smilacena racemosa</i> | False Solomon's Seal | Native |
| <i>Smilacena stellata</i> | Star Flowered Solomon's Seal | Native |



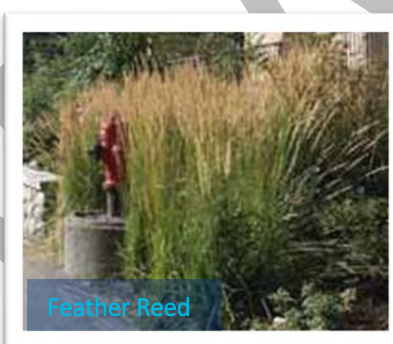
Ornamental Grasses

Ornamental grasses, ferns, groundcovers and climbers are highlighted on this list for texture, winter hardiness and variety of colour and size.

| BOTANICAL NAME | COMMON NAME | NOTE |
|---|-----------------------------------|------------------|
| <i>Calamagrostis x acutifolia</i> | Karl Foerster/ Feather Reed Grass | |
| <i>Deschampsia caespitosa</i> | Fairy's Joke / Tufted Hair Grass | Native |
| <i>Elymus cinera</i> | Wildrye | Native |
| <i>Festuca ovina 'Elijah Blue' Elijah</i> | Blue Fescue | |
| <i>Helictotrichon sempervirens</i> | Blue Oat Grass | |
| <i>Koeleria macrantha</i> | June Grass | |
| <i>Miscanthus sinensis purpurascens</i> | Flame Grass | (Interior Grown) |
| <i>Molinia caerulea 'Variegata'</i> | Moor Grass | |
| <i>Pennisetum alopecuroides</i> | Fountain Grass | (Interior Grown) |



Tufted Hair



Feather Reed



Flame



Fountain



Wildrye



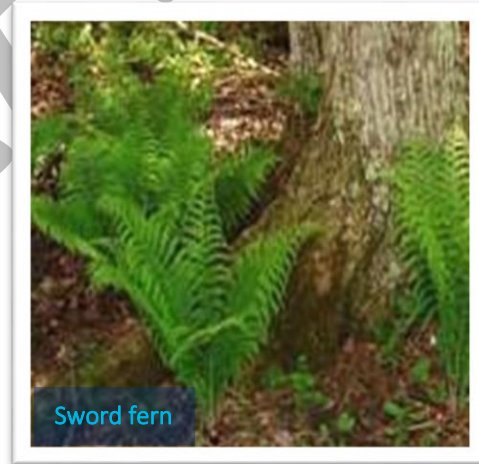
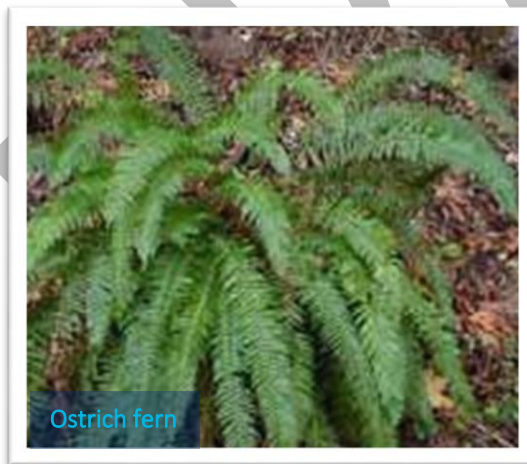
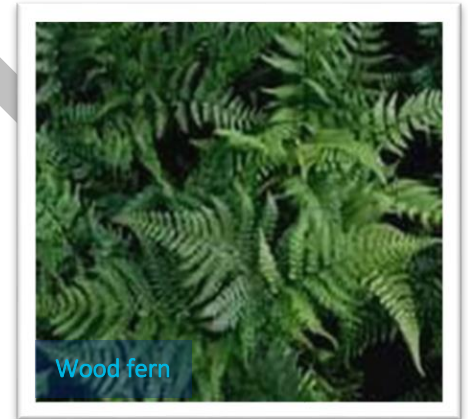
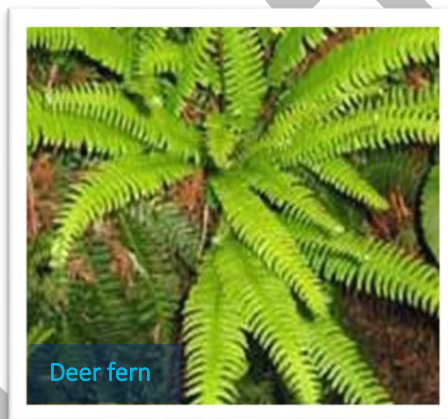
Elijah Blue



Blue Oat

Ferns

| BOTANICAL NAME | COMMON NAME | NOTE |
|---------------------------------|-----------------|----------------|
| <i>Adiantum pedatum</i> | Maidenhair Fern | Shade Tolerant |
| <i>Blechnum spicant</i> | Deer Fern | Shade Tolerant |
| <i>Dryopteris carthusiana</i> | Wood Fern | Shade Tolerant |
| <i>Matteucia struthiopteris</i> | Ostrich Fern | Shade Tolerant |
| <i>Polystichum munitum</i> | Sword Fern | Shade Tolerant |



Ground Covers

| BOTANICAL NAME | COMMON NAME | NOTE |
|--|----------------------|------|
| <i>Rosa explorer 'Charles Albanel'</i> | Charles Albanel Rose | |
| <i>Thymus pseudolanuginosus</i> | Woolly Thyme | |
| <i>Thymus serpyllum</i> | Elfin Thyme | |



Charles Albanel Rose

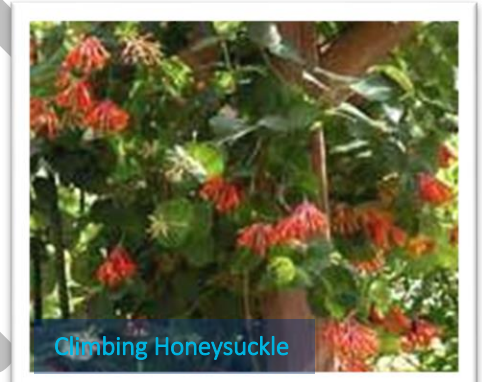


Elfin Thyme

DRAFT

Vines & Creepers

| BOTANICAL NAME | COMMON NAME | NOTE |
|---|------------------------------|-------------|
| <i>Clematis</i> | Several Varieties | |
| <i>Hydrangia petiolaris</i> | Climbing Hydrangea | |
| <i>Lonicera "dropmore Scarlet"</i> | Climbing Honeysuckle | |
| <i>Parthenocissus quinquefolia</i> 'Engelmanni' | Virginia Creeper | Fall Colour |
| <i>Rosa explorer</i> 'Louis Jolliet' | William Baffin Climbing Rose | (med pink) |
| <i>Rosa explorer</i> 'William Baffin' | William Baffin Climbing Rose | (red) |





Invasive Plants to Avoid

| BOTANICAL NAME | COMMON NAME |
|--|--------------------------|
| <i>Alliaria petiolata</i> | Garlic Mustard |
| <i>Anchusa oddicalis</i> | Common Bugloss |
| <i>Anthriscus caucalis</i> | Bur Chervil |
| <i>Anthriscus sylvestris (L.) Hoffm.</i> | Wild Chervil |
| <i>Arctium minus</i> | Burdock |
| <i>Berteroa incana</i> | Hoary Alyssum |
| <i>Buddleja davidii</i> | Butterfly Bush |
| <i>Butomus umbellatus</i> | Flowering Rush |
| <i>Cardaria draba</i> | Hoary Cress |
| <i>Carum carvi</i> | Wild Caraway |
| <i>Centaurea biebersteinii</i> | Spotted Knapweeds |
| <i>Centaurea cyanus</i> | Bachelor's Button |
| <i>Centaurea diffusa</i> | Diffuse Knapweeds |
| <i>Centaurea montana</i> | Mountain Bluet |
| <i>Chondrilla juncea</i> | Rush Skeletonweed |
| <i>Cirsium arvense</i> | Canada Thistle |
| <i>Cirsium palustre</i> | Marsh Plume Thistle |
| <i>Cynoglossum officinale</i> | Hound's-Tongue |
| <i>Cytisus scoparius</i> | Scotch Broom |
| <i>Daphne Laureola</i> | Daphne |
| <i>Daucus carota</i> | Queen Anne's Lace |
| <i>Dipsacus fullonum</i> | Teasel – "Alert" Species |
| <i>Echium vulgare</i> | Blueweed |
| <i>Elaeagnus angustifolia</i> | Russian Olive |
| <i>Euphorbia esula</i> | Leafy Spurge |
| <i>Gypsophila paniculata</i> | Baby's Breath |
| <i>Hendra helic L.</i> | English Ivy |
| <i>Heracleum mantegassianum</i> | Giant Hogweed |
| <i>Hieracium spp.</i> | Hawkweeds |
| <i>Hypericum perforatum</i> | St. John's Wort |
| <i>Hypochaeris radicata</i> | Hair Cat's Ear |
| <i>Ilex aquifolium</i> | English Holly |
| <i>Impatiens glandulifera</i> | Himalayan balsam |
| <i>Iris pseudacorus</i> | Yellow Flag-Iris |
| <i>Knautia arvensis</i> | Field Scabious |
| <i>Lamiastrum galeobdolon</i> | Yellow Archangel |
| <i>Lepidium Latifolium</i> | Perennial Pepperweed |
| <i>Leucanthemum vulgare</i> | Oxeye Daisy |
| <i>Linaria genistifolia</i> | Dalmatian Toadflax |
| <i>Linaria vulgairs</i> | Yellow Toadflax |
| <i>Lysimachia punctata</i> | Yellow Loosestrife |



| | |
|------------------------------|-----------------------|
| <i>Lythrum salicaria</i> | Purple Loosestrife |
| <i>Matricaria maritime</i> | Scentless Chamomile |
| <i>Myriophyllum spicatum</i> | Eurasian Watermilfoil |
| <i>Onopordum acanthium</i> | Scotch Thistle |
| <i>Polygonum Spp.</i> | Knotweeds |
| <i>Potentilla recta</i> | Sulphur Cinquefoil |
| <i>Rubus discolor</i> | Himalayan Blackberry |
| <i>Senecio jacobaea</i> | Tansy Ragwort |
| <i>Tamarix chinensis</i> | Tamarisk |
| <i>Tanacetum vulgare</i> | Common Tansy |
| <i>Ulex europaeus</i> | Gorse |
| <i>Vinca minor</i> | Common Periwinkle |

Bear Attractants

There are several factors that need to be addressed when determining the attractiveness of landscaping to bears:

- **Ripening season.** Berries that ripen during a season when other wild foods are plentiful are of less concern.
- **Crop abundance.** The more abundant the production of berries, the more attractive the plant is to bears. Clumped berries are far more attractive than those that are widely spread over the branches.
- **Planting density.** If planted alone, bushes like red-osier dogwood are not that attractive to bears. However, if they are planted in high densities, such as a hedge, they will be much more attractive.
- **Location of plant.** The quieter the area and less human use of the space, the more likely a bear will investigate.

The following plant list identifies bear food plants that are not recommended to be planted ranked from highest to lowest, with additional plants that should be avoided. The list is not exhaustive; there may be other plants that bears will opportunistically find attractive.

| BOTANICAL NAME | COMMON NAME | Attractant Rating |
|---------------------------|--------------------------------|-------------------|
| <i>Sorbus spp</i> | Mountain-ash | Very High |
| <i>Vaccinium spp</i> | Blueberry/Huckleberry | Very High |
| | Clover, alfalfa, dandelion | High |
| <i>Cornus stolonifera</i> | Red-osier dogwood | High |
| <i>Amelanchier spp</i> | Saskatoon berry, Service berry | High |



| | | |
|--------------------------------|------------------------|-----------------|
| <i>Oplopanex horridus</i> | Devils's club | High |
| <i>Rubus spectabilis</i> | Salmonberry | High |
| <i>Gaultheria shallon</i> | Salal | High |
| <i>Rosa pisocarpa</i> | Wild rose | High |
| <i>Shepherdia canadensis</i> | Soopollalie, soapberry | High |
| <i>All species</i> | Domestic fruit trees | High |
| <i>Aronia melanocarpa</i> | Black chokeberry | High |
| <i>Rubus discolor</i> | Himalayan blackberry | High |
| <i>Viburnum edule</i> | Highbush-cranberry | Medium |
| <i>Ribes bracteosum</i> | Stink current | Medium |
| <i>Ribes lacustre</i> | Black/swamp gooseberry | Medium |
| <i>Ribes sanguineum</i> | Red-flowering currant | Medium |
| <i>Prunus virginiana</i> | Choke cherry | Medium |
| <i>Rubus idaeus</i> | Red raspberry | Medium |
| <i>Lonicera involucrate</i> | Black twinberry | Medium |
| <i>Sambucus racemosa</i> | Red elderberry | Medium |
| <i>Prunus emarginata</i> | Bitter cherry | Medium |
| <i>Rubus ursinus</i> | Trailing blackberry | Medium |
| <i>Rubus parviflorus</i> | Thimbleberry | Medium |
| <i>Malus fusca</i> | Pacific crab apple | Medium |
| <i>Empetrum nigrum</i> | Crowberry | Medium |
| <i>Oemleria cerasiformis</i> | Indian plum | Medium |
| <i>Crataegus douglasii</i> | Black hawthorn | Medium |
| <i>Arctostaphylos uva-ursi</i> | Kinnickinnick | Medium |
| <i>Rubus leucodermis</i> | Black raspberry | Low |
| <i>Oxycoccus</i> | Bog cranberry | Low |
| <i>Corylus cornuta</i> | Beaked hazelnut | Low |
| <i>Mahonia nervosa</i> | Dull Oregon-grape | Low |
| <i>Mahonia aquifolium</i> | Tall Oregon grape | Low |
| <i>Mahonia repens</i> | Oregon grape | Low |
| <i>Fragaria virginiana</i> | Wild strawberry | Low |
| <i>Rosa nutkana</i> | Nootka rose | Low |
| <i>Rosa gymnocarpa</i> | Baldhip rose | Low |
| <i>Symphoricarpos alba</i> | Common snowberry | Low |
| <i>Rubus pedatus</i> | Five-leaved bramble | Low |
| <i>Lysichiton americanum</i> | Skunk cabbage | Low |
| <i>Prunus padus</i> | European bird cherry | Unknown - avoid |
| <i>Berberis thunbergii</i> | Japanese barberry | Unknown - avoid |
| <i>Ribes alpinum</i> | Alpine currant | Unknown - avoid |



| | | |
|----------------------------|----------------|-----------------|
| <i>Rosa medilland</i> | Medilland rose | Unknown - avoid |
| <i>Rosa rugosa</i> | Pavement rose | Unknown - avoid |
| <i>Viburnum burkwoodii</i> | Burkwood | Unknown - avoid |
| <i>Mahonia x media</i> | Holly grape | Unknown - avoid |

Additional Resources

Bear Smart Society: www.bearsmart.com

Sea to Sky Invasive Species Council: ssisc.ca

BC Species and Ecosystem Explorer: <http://a100.gov.bc.ca/pub/eswp/>

DRAFT

Date: June 16, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Christine Burns, Manager of Recreation Services

Subject: Recreation Services Department 2020 First Quarter Update

PURPOSE

The purpose of this report is to provide Council an update on the Recreation Service Department activities for the first quarter of 2020.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with Recreation Service projects and activities.

DISCUSSION & COMMENTS

This report provides an overview of Fourth Quarter activities undertaken by the Recreation Service from January 1 to March 31, 2020.

Children and Adult Programming:

Winter Registration Highlights (Children's Programs)

- Afterschool Program
- Floor Hockey
- Acro/Jazz
- Little Ballerinas
- Dodgeball
- Music Together

Winter Registration Highlights (Adult Programs)

- Rise and Shine
- Low Impact Circuit
- Spin Yoga
- Spin Camp

Youth Dance:

- On January 25, the Pemberton & District Community Centre was host to the youth dance as part of the Winterfest activities. The Spirit of BC Committee grants youth services \$1,000 each year towards the event.

- This year it was a silent disco where youth slipped on wireless headphones and chose between the two live DJ's mixing in front of them. The headphones lit up with the colour of the DJ being listened to, so the DJ's are constantly competing for the most listeners.
- Tickets were \$10 each and pizza and pop were provided free of charge.

Seniors Winter Activities:

- The following activities were well attended throughout the Winter set
 - Taco Tuesday
 - 50+ Singers
 - Bingo
 - Short Film and Tacos
 - Craft Workshop (Beeswax wraps)
 - Fraud and Scams Presentation
 - Meditation
 - Men's Shed Brown Bag Lunches

Community Centre Facility Update:

- Geotechnical survey of foundation and footings organized for spring
- Irrigation system spring maintenance taken place
- 2020 fire inspection has taken place, all deficiencies have been repaired or replaced
- HRV analytics program completed, awaiting IT support to complete cloud back-up and online access
- Full building systems analytics to follow in coming months
- Floors have been refinished
- Sump pumps have been cleaned out and snaked to the village main
- Parkade power washing taken place
- Fibar playground surfacing was blown in and is now above minimum acceptable levels for spring opening
- Playground annual inspection completed
- Building Wi-Fi upgraded to Fiber through TELUS, speeds have been highly increased
- Black tusk has been in to look at additional cameras for fitness centre. We are still awaiting quotes
- Spring cleanup has been completed by landscapers at PCC and Gates lake including aerating of lawns
- Meadows Fields and Gates Lake Park weekly checks happening again

Community Centre Facility Use:

- From January until March 14th the following user groups were accommodated;
 - Jiu Jitsu
 - Whistler Gymnastics
 - Pemberton Wildlife Association
 - BC Parks
 - Murphy Construction
 - PVTA-Pemberton Valley Trail Association

- Pemberton Fire Fighters Association
- Skenkenam Development GP INC.
- At least 8 Private Family Bookings

Community Centre Fitness Pass sales:

- From January until March 14th upon closure for COVID-19 pandemic response there were 1114 pass products sold totaling a \$38,900.48 in revenue.

Canada Day:

- COVID-19 has required a virtual approach to Canada Day be taken. Staff are currently working on a plan that would encourage community participation virtually as well as completing the annual Spud run at individual's leisure.

Grants:

- Staff were successful in receiving \$750 from the British Columbia Recreation and Parks Association to assist with children's programming for the Spring and Summer they are honouring it for summer programming.
- Grants received for Canada Day: Staff are in the process of confirming if the funders would like the funds reimbursed or if they can be reallocated to supplement summer programs for children. These funds will be helpful to offset increased staff to child ratios as part of our COVID-19 response. The Village has received grants from the following funding partners date:

- Blueshore Financial - \$500 to be allocated as we see fit.
- AC Petroleum - \$450
- Meadows - \$200

COMMUNICATIONS

The Recreation Service provides updates to the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the eNEWS.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Recreation Service operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Pemberton and District Recreation Facilities and Services Bylaw No. 1563-2018, as amended each year.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service works with all Village Departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

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

RECOMMENDATIONS

THAT the Pemberton and District Recreation Services 2020 First Quarter Report be received for information.

| | |
|------------------|---|
| Submitted by: | Christine Burns, Manager of Recreation Services |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer |

Date: June 16, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Christine Burns, Recreation Services Manager
Subject: Recreation Services Return to Play Update

PURPOSE

The purpose of this report is to inform Council on the Recreation Departments activities since the facilities were closed due to COVID-19 and to provide an update on resuming Recreation through Return to Play protocols.

BACKGROUND

The Canadian Parks and Recreation Association (CPRA) defines recreation as, “*the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.*” Physical activities include individual, group and team endeavours undertaken that contribute to our physical and mental health.

The impacts of COVID-19 resulted in the Village of Pemberton closing all Recreation facilities and suspending all services on March 14, 2020.

DISCUSSION & COMMENTS

INITIAL RESPONSE

Staff mobilized quickly and pivoted into offering online programming for adult and senior fitness classes as well as children. Courses included:

SENIORS

- 50+ Strength Training
- 50+ Chair Yoga

ADULT

- Flow and Restore
- Tabata
- Gentle Yoga
- Bodyweight Strength, Glutes and Core
- Soup Can HIIT

CHILDREN

- Intermediate Ballet

- Ballet/Jazz
- Kids Fit
- Contemporary
- Ballet
- Tiny Dancers
- Kinder Acro/Jazz
- Acro conditioning
- Jazz
- Hip hop

In addition, efforts to engage Youth through online programming also continued with offers of activities such as a “Nailed It” cook off, film making and a variety of other offerings that unfortunately did not see any uptake.

The new Manager of Recreation Services, Christine Burns, started with the Village on April 29, 2020. Many of the new COVID-19 program offerings were already underway prior to this start date. Since that time, the Recreation Department has been working to continue these innovative programs, in addition to dissecting and participating in various Recreation Industry formats to understand what a safe Return to Play program may look like. Some of the documents reviewed include but are not limited too the following:

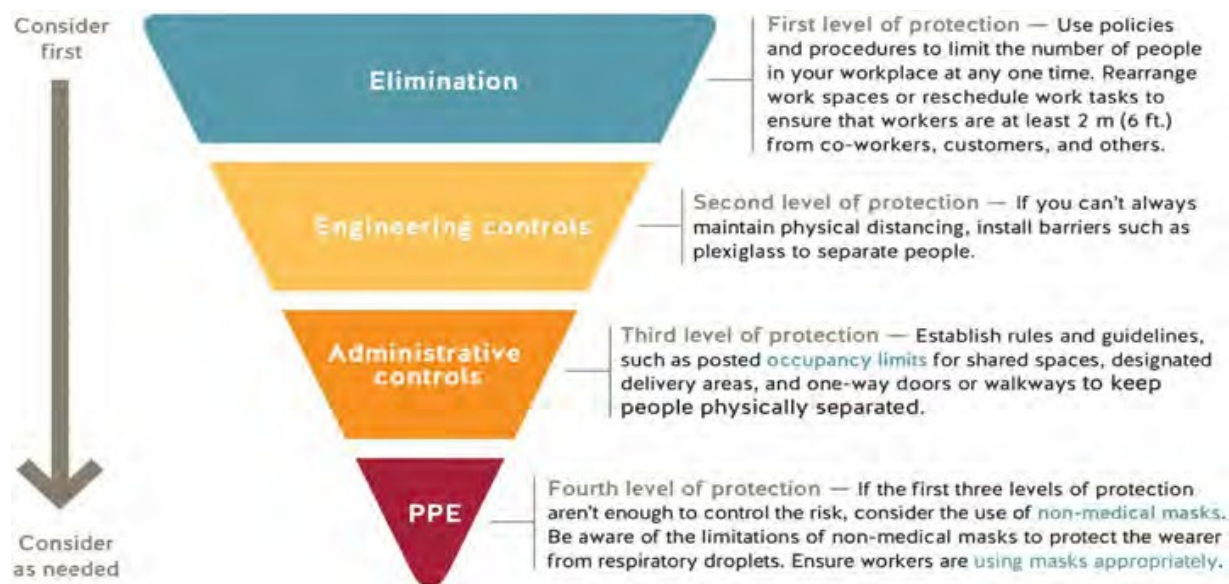
- BC Provincial Government:
 - [BC's Restart Plan](#)
- British Columbia Recreation and Parks Association (BCRPA):
 - [BCRPA's Recreation and Parks Sector Guideline for Restarting Operations](#)
- Vancouver Coastal Health (VCH):
 - [Guidelines for Recreation and Athletics Facilities \(www.vch.ca\)](http://www.vch.ca)
- WorkSafeBC:
 - [WorksafeBC COVID-19 Returning to Safe Operations - Parks](#)
 - [WorksafeBC's Municipalities and COVID-19 safety](#)
 - [WorksafeBC's Returning to Safe Operation](#)
 - [Worksafe cleaning](#)
- viaSport:
 - [viaSport's Return to Sport Guidelines](#)

PLANNING FOR A NEW NORMAL

At this time, many organizations and businesses are working with their associations and WorksafeBC to understand the safe re-opening protocols implemented specifically for each industry. These same protocols apply to Recreation Facilities and Services. Shown below is a hierarchy of protection that has been recommended by WorkSafeBC to meet our goal in planning a Return to Play under the optimal circumstances to eliminate the potential for transfer of COVID-19. Should this not be possible, we are implementing modifications to the physical environment, providing visual cues for people to follow that will minimize contact and developing procedures

for all to adhere to when participating in recreation at the Pemberton & District Community Centre (PCC).

Hierarchy of Protection:



Please note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

HOW RECREATION IS WORKING WITH PROVINCIAL PHASES

The framework below has been provided by the BCRPA and as shown they have taken the Provinces four (4) phases of return to 'new normal' and applied what the Recreation industries Return to Play can look like through each phase. This Framework has been approved by the Province.

PROGRESSIVE PLANNING FRAMEWORK

Province of BC "Next Steps" PHASES

| PHASE 1 | PHASE 2 | PHASE 3 | PHASE 4 |
|--|--|---|---|
| Essential services and some businesses | Restoration of Some services, under enhanced protocols | Further restoration of services, under enhanced protocols | Large gatherings, conditional on vaccination or treatment |



RECREATION LEVELS of Increased Restarting of Operations

| LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 |
|--|--|---|---|
| <ul style="list-style-type: none"> Limited # of outdoor facilities are open for casual use (e.g. sport fields, racquet courts, washrooms) Indoor facilities closed Programming all online | <ul style="list-style-type: none"> Expanded # of outdoor facilities are open for modified casual use (e.g. more washrooms, sport courts, table sports, some playgrounds) Limited access to indoor facilities where physical distancing can be achieved Programming is limited outdoor, online continues | <ul style="list-style-type: none"> Progressive expansion from some to all outdoor facilities open for modified casual use (e.g. sport groups begin to use amenities) Progressive expansion from some to all indoor spaces open with measures to ensure physical distancing Programming is expanded outdoor, is expanded indoor from limited to extensive, continues online | <ul style="list-style-type: none"> All outdoor facilities open for "New Normal" use All indoor facilities are open for "New Normal" use Full programming in "New Normal" phase, continues online |

PEMBERTON & DISTRICT COMMUNITY CENTRE RESPONSE

Currently the Province is in Phase 2 of reopening and for Recreation this is reflective of Level 2 in the Chart above. Staff were able to mobilize quickly in relation to the guidelines provided.

In this regard, the following parks have been re-opened:

- Village of Pemberton playgrounds and the Skatepark re-opened on Monday, May 18, 2020
- Pemberton & District Community Centre opened the Nature Playground and Water Spray Park on Monday, June 1, 2020

Staff are currently creating our COVID-19 Return to Play Safety Plan which will include guidelines for how the following services will operate:

- Fitness Centre Spaces
- Booking outdoor spaces
- Offering Children's programs
- Working with contractors who offer programs

At the same time, Staff have remained in constant contact with the Pemberton & District Public Library Staff and continue to coordinate opening to the public through booking space. The current plan identifies soft openings for both the PCC and the Library on Thursday, July 2, 2020. At this time, Recreation Services goal is to open the Fitness Centre, 2/3 of the Great Hall and Room C to the public. Individuals will need to book timeslots to use the spaces. To maintain physical distancing and maximize space, all the cardio equipment will be moved down into 2/3 of the Great Hall. This allows a maximum of twenty-five in the Great Hall at one time, fifteen in the Fitness Centre at one time and fifteen in Room C at one time.

Staff are currently testing the booking software (Perfectmind) to see if creating timeslots for online bookings for the public to access is possible to establish a level of controlled access to the facility versus drop in, as this is currently being discouraged. The Library will also only be opening for booked space.

The proposed hours of operation are Monday to Thursday from 2pm to 8pm with a 10am to noon timeslot for individuals with compromised immune systems. This will allow Staff adequate time to sanitize before the 2pm time slot and to do a deeper clean after 8pm. These times offset what the Library is planning as together we would like to minimize the number of members of the public in the building.

Children's programs will be offered by a variety of contractors as well as Staff. An action plan is currently being developed.

Fitness programs will be moving from online programming to in person programming which will be held outside and/or in spaces that allow for physical distancing. Participants will be required to bring as much of their own equipment as possible. Hand sanitization stations will be provided if equipment must be shared in addition to proper sanitization of equipment post use.

Operational hours will be staffed by current Full-time employees as follows:

- Manager of Recreation Services
- Facility Maintenance Coordinator
- Recreation Programmers (2)
- Marketing and Business Coordinator
- Administrative Assistant

Preparing the facility to open for public access has resulted in a number of changes to facilitate the COVID-19 Return to Play program. These include:

- Plexiglass at Reception Counter and between workstations
- First aid supplies to meet the 'new normal' expectations
- Additional cleaning supplies, including but not limited to spray bottles, paper towel dispensers, hand sanitizer, wall mounts, etc.
- Signage including floor spacers
- Queueway safety crowd controls to direct and separate public in main hallway

COMMUNICATIONS

Notice of facilities opening and programs being open for registration will be provided through the eNEWS, Recreation and Village Facebook pages, and email communication for current passholders.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

To put in place the protocols required to open the Community Centre has resulted in unexpected costs including for first aid supplies, signage, the plexiglass barrier and additional cleaning and sanitization supplies. While some costs for the first aid supplies were covered through the PEP task number others were not approved and therefore there will be an impact to the Recreation Services Budget which is still to be determined.

INTERDEPARTMENTAL IMPACT & APPROVAL

The above noted project will not impact the day to day operations of any other departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There has been collaborative efforts between neighboring jurisdictions including Whistler, Squamish and Sea to Sky School District No. 48 to attempt a unified reopening of parks, playgrounds, water parks and recreation facilities and programs. As a result, this has increased communication between Recreation Departments of each organization to ensure attempts to be congruent through the Sea to Sky Corridor for members of each Community.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Strategic Priority Three: Excellence in Service

In order to continue to offer the highest level of service possible it is important to reopen Recreation facilities, services and programs in a phased approach.

Strategic Priority Four: Social Responsibility

As Phase 2 of the Provincial Recovery process of COVID-19 has been entered the creation of a phased return to service for Recreation will help to recreate a strong and vibrant community through the health benefits Recreation has to offer and the ability for community members to be engaged through responsible decision making by how they access services.

RECOMMENDATIONS

THAT the Recreation Services Return to Play update be received.

| | |
|------------------|---|
| Prepared by: | Christine Burns, Manager of Recreation Services |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer |

Date: June 16, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Elysia Harvey, Legislative Assistant
Subject: Bylaw Notice Enforcement Bylaw Amendment Bylaw No. 885, 2020

PURPOSE

The purpose of this report is to present an amendment to Bylaw Notice Enforcement Bylaw No. 874, 2020.

BACKGROUND

In March 2020 Council adopted Bylaw Notice Enforcement Bylaw No. 874, 2020, allowing for an alternative method for the Village to issue penalties for bylaw contraventions; each of the bylaws and their corresponding contraventions are listed in Schedule A of Bylaw Notice Enforcement Bylaw No. 874, 2020.

DISCUSSION & COMMENTS

Upon a recent review, Staff noticed that the Business Licence Bylaw included in Schedule A referenced Business Licence Bylaw No. 844, 2018, which has been replaced with the current Business Licence Bylaw No. 855, 2019. As such, Schedule A must be corrected to refer to the 2019 Business Licence Bylaw and not the 2018 Bylaw.

The proposed amendment is an administrative change and requires Council's approval of an amendment. The proposed amending bylaw is attached as **Appendix A**.

COMMUNICATIONS

There are no communication elements to consider at this time.

LEGAL CONSIDERATIONS

Authority is delegated to Local Governments to amend their bylaws through the *Community Charter*.

Further, pursuant to Ministerial Order M139, issued May 1, 2020, a Council may adopt a bylaw on the same day that a bylaw has been given Third Reading as such Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 885, 2020 may be given readings and adopted at this meeting.

IMPACT ON BUDGET & STAFFING

There are no impacts to budget at this time; regular reviews of the Village's bylaws are a function of the Corporate & Legislative Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

The proposed bylaw amendment did not require consultation with other departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The proposed bylaw amendment is administrative and does not have any impact on neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Regular bylaw reviews and amendments meet with Strategic Priority Two – Good Governance and the Village's goal to be committed to citizen engagement, being an open and accountable government and to being fiscally responsible.

RECOMMENDATIONS

Recommendation:

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 Bylaw Notice Enforcement Bylaw No. 874, 2020, Amendment Bylaw No. 885, 2020 be given First, Second, Third and Fourth Readings.

ATTACHMENTS:

Appendix A: Proposed Bylaw Notice Enforcement Bylaw No. 874, 2020, Amendment Bylaw No. 885, 2020

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

APPENDIX A

VILLAGE OF PEMBERTON

BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW No. 885, 2020

A bylaw to amend the Village of Pemberton Bylaw Notice Enforcement Bylaw No. 874, 2020

WHEREAS Council may amend its bylaws from time to time when deemed appropriate;

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

PART 1: CITATION

1. This Bylaw may be cited as “Bylaw Notice Enforcement Bylaw No. 874, 2020, Amendment Bylaw No. 885, 2020”

PART 2: APPLICATION

2. Village of Pemberton Bylaw Notice Enforcement Bylaw No. 874, 2020, be amended as follows:

2.1 By deleting Schedule A and replacing it with an amended Schedule A referencing Business Licence Bylaw No. 855, 2019.

READ A FIRST TIME this day of June 2020.

READ A SECOND TIME this day of June 2020.

READ A THIRD TIME this day of June 2020.

ADOPTED this day of June 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

**SCHEDULE A
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**

| Bylaw Section | Contravention | A1 Penalty Amount | A2 Early Payment Amount: Within 14 Days | A3 Late Payment Amount: After 28 Days | A4 Compliance Agreement Available | A5 Compliance Agreement Amount Payable |
|--|--|----------------------------------|--|--|--|---|
| | | (\$) | (\$) | (\$) | | (\$) |
| Sign Bylaw No. 380, 1995 | | | | | | |
| 8.1 | keeping, placing, erecting any sign contrary to regulations | \$150 | \$100 | \$200 | Yes | \$75 |
| Unightly Premises Bylaw No. 476, 2002 | | | | | | |
| 4.1 | Accumulating or permitting accumulation of water, rubbish or noxious, offensive or unwholesome matter around their premises | \$200 | \$150 | \$250 | Yes | \$100 |
| 4.2 | Causing, suffering or permitting such real property to become overgrown with brush, noxious weeds, or other growth, or to become infested with caterpillars or other noxious or destructive insects | \$200 | \$150 | \$250 | Yes | \$100 |
| 5.1 | Depositing or throwing bottles, broken glass or other rubbish in any open place | \$200 | \$150 | \$250 | Yes | \$100 |
| 6.2 | Causing, suffering or permitting or allowing the accumulation of filth, discarded materials, or rubbish of any kind to accumulate upon such real property | \$200 | \$150 | \$250 | Yes | \$100 |
| 6.3 | Allowing a property to become or to remain untidy or unsightly; or failing to maintain the said property in a neat and tidy condition in keeping with a reasonable standard of maintenance prevailing in the neighbourhood | \$100 | \$75 | \$125 | Yes | \$50 |
| 6.4 | Failing to clear real property of brush and of grass in excess of 30 centimetres in length | \$100 | \$75 | \$125 | Yes | \$50 |
| 6.5 | Allowing accumulation of materials | \$200 | \$150 | \$250 | Yes | \$100 |

| | | | | | | |
|--|---|-------|-------|-------|-----|----------------|
| 6.6 | Storage or accumulation of materials non-compliant with screening or storage requirements | \$200 | \$150 | \$250 | Yes | \$100 |
| 7.1 | Allowing graffiti to remain on walls, fences or elsewhere on or adjacent to any public place | \$200 | \$150 | \$250 | Yes | \$100 |
| 8.1 | Obstructing an officer, employee or agent of the Municipality in enforcing this bylaw | \$500 | \$450 | \$500 | No | Not Applicable |
| 11 | Failure to comply with an order | \$500 | \$450 | \$500 | No | Not Applicable |
| 13 (a) | Interfering with an authorized person in the performance of his or her duties under the bylaw | \$500 | \$450 | \$500 | No | Not Applicable |
| 13 (b) | Interfering with an employee or other person directed by the municipality to carry out the terms of any notice pursuant to Section 11 of the bylaw. | \$500 | \$450 | \$500 | No | Not Applicable |
| Wildlife Attractant Bylaw No. 684, 2011 | | | | | | |
| 3.1, 4.2, 4.3, 5.1 | Improper Storage of Garbage | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.2, 4.1, 4.4 | Failure to Provide/Maintain Resistant Container | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.3, 3.4 | Failure to Comply Pickup/Removal Times – | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.5, 3.6, 3.7, 3.8, 3.11, 4.2 | Improper Disposal | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.9 | Improper Placement | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.10 | Placement of Explosive Device | \$500 | \$450 | \$500 | No | Not Applicable |
| 5.3, 5.4 | Failure to remove Attractants | \$100 | \$75 | \$125 | No | Not Applicable |
| Noise Regulation Bylaw No. 699, 2012 | | | | | | |
| 3.1 | Noise During Quiet Hours | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.2 | Permit Noise During Quiet Hours – | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.3 | Prohibited Noise | \$100 | \$75 | \$125 | No | Not Applicable |
| 5.1 | Construction Noise | \$250 | \$200 | \$300 | No | Not Applicable |
| Boulevard Maintenance Bylaw No. 713, 2012 | | | | | | |
| 3.1.1 (a) | Permit garbage, debris or other materials to accumulate on boulevard or in ditches | \$150 | \$125 | \$175 | Yes | \$100 |

| | | | | | | |
|---|--|-------|-------|-------|-----|----------------|
| 3.1.1 (b) | Placement of rocks, fencing, landscaping and other materials on boulevard or in ditch adjacent to property | \$150 | \$125 | \$175 | Yes | \$100 |
| 3.1.1 (d) | Placement of fill, landscaping debris and other materials in drainage swales or ditches | \$250 | \$200 | \$300 | Yes | \$200 |
| 3.1.1 (e) | Installation of culvert extensions in drainage ditches without authorization | \$500 | \$400 | \$500 | No | Not Applicable |
| 3.2.1 | Failure to maintain boulevard/ditch in clean and safe condition | \$150 | \$125 | \$175 | Yes | \$100 |
| 3.2.2. | Failure to maintain boulevard abutting property | \$150 | \$125 | \$175 | Yes | \$100 |
| 3.3.1 | Undertaking improvements without permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 3.3.5 | Failure to comply with permit conditions | \$250 | \$200 | \$300 | No | Not Applicable |
| 3.3.7 | Failure to maintain boulevard improvements | \$150 | \$125 | \$175 | Yes | \$100 |
| 3.4.1 | Failure to clear snow/ice abutting property | \$150 | \$125 | \$175 | Yes | \$100 |
| 3.4.2 | Failure to address hazardous conditions | \$150 | \$125 | \$175 | Yes | \$100 |
| 3.1.1 (c) and 3.4.3 | Deposit of snow on Village highways, roadway, sidewalks, lanes or parking areas | \$150 | \$125 | \$175 | No | Not Applicable |
| 4.1 | Failure to comply | \$150 | \$125 | \$175 | No | Not Applicable |
| Blasting Regulations Bylaw No. 714, 2012 | | | | | | |
| 3 (1) | Blasting without a permit | \$500 | \$450 | \$500 | No | Not Applicable |
| 5 | Failure to follow duties of permit holder | \$500 | \$450 | \$500 | No | Not Applicable |
| 5 (a) | Blasting contrary to permitted times or atmospheric conditions | \$500 | \$450 | \$500 | No | Not Applicable |
| 5 (b) | Failure to provide records when requested | \$200 | \$150 | \$250 | No | Not Applicable |
| 5 (c) and (d) | Failure to follow safety precautions | \$200 | \$150 | \$250 | No | Not Applicable |
| 5 (e) | Failure to provide notification | \$200 | \$150 | \$250 | No | Not Applicable |
| 6 | Failure to report an incident | \$500 | \$450 | \$500 | No | Not Applicable |
| 7 (4) | Blasting after permit cancelled or suspended | \$500 | \$450 | \$500 | No | Not Applicable |
| Flood Regulations Bylaw No. 716, 2012 | | | | | | |
| 5 | contravention of setback requirements | \$400 | \$300 | \$500 | Yes | \$200 |

| | | | | | | |
|--|--|-------|-------|-------|-----|----------------|
| 4 | contravention of elevation requirements | \$400 | \$300 | \$500 | Yes | \$200 |
| Fire Prevention Bylaw No. 744, 2013 | | | | | | |
| 6.8(a)(ii) | Failure to provide private hydrant flow test results | \$150 | \$125 | \$175 | Yes | \$50 |
| 6.8(b) | Failure to maintain, repair, or replace private fire hydrant | \$150 | \$125 | \$175 | Yes | \$100 |
| 6.8(c) | Failure to keep private hydrant free of snow, ice, or other materials or free from mechanical damage | \$150 | \$125 | \$175 | Yes | \$100 |
| 6.8(d) | Failure to ensure access to private hydrant | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.8(e)(i) | Failure to report deficiencies that affect private hydrant | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.8(f) | Failure to bag or cover out of service private hydrant | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.10 | Unauthorized use of fire hydrant | \$500 | \$450 | \$500 | No | Not Applicable |
| 6.11 | Failure to paint private hydrant to Village's specifications | \$150 | \$125 | \$175 | Yes | \$50 |
| 6.13 | Failure to maintain minimum clearance around private hydrant | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.15 | Failure to maintain ground cover around private hydrant | \$150 | \$125 | \$175 | Yes | \$50 |
| 6.16 | Failure to maintain clear path in front of private hydrant | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.17 | Failure to maintain clear view of private hydrant | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.18 | Removing a fire hydrant without permission | \$500 | \$450 | \$500 | No | Not Applicable |
| 6.19 | Failure to provide, install and maintain Smoke Alarm | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(a) | Failure to maintain emergency/exit lighting and exit signs | \$200 | \$150 | \$250 | Yes | \$125 |
| 6.21(b) | Failure to test or maintain portable extinguisher(s) | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(c) | Failure to provide and maintain means of egress | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(d) | Failure to maintain exit doors | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(e) | Failure to maintain private roadways for Pemberton Fire Rescue access in conformance with the British Columbia Fire Code | \$200 | \$150 | \$250 | Yes | \$125 |
| 6.21(f) | Failure to provide, maintain private roadways, access roads and fire lanes in conformance with | \$200 | \$150 | \$250 | Yes | \$125 |

| | | | | | | |
|---------|--|-------|-------|-------|-----|----------------|
| | Pemberton Fire Rescue criteria | | | | | |
| 6.21(g) | Design and installation of gate controlling access not in conformance to Pemberton Fire Rescue criteria | \$200 | \$150 | \$250 | Yes | \$125 |
| 6.21(h) | Failure to maintain standpipe, hose systems, and automatic sprinkler systems in conformance with the British Columbia Fire Code | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(i) | Failure to install and maintain commercial cooking equipment exhausts and fire protection systems in conformance with the British Columbia Fire Code | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(j) | Exceeding the maximum occupant load contrary to the British Columbia Fire Code | \$500 | \$450 | \$500 | No | Not Applicable |
| 6.21(k) | Allowing combustible material(s) to accumulate in quantities or locations contrary to the British Columbia Fire Code | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(l) | Failure to store, handle, use or process all flammable and combustible liquids in conformance with the British Columbia Fire Code | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.21(m) | Failure to maintain fire separations in conformance with the British Columbia Fire Code | \$200 | \$150 | \$250 | No | Not Applicable |
| 6.25 | Failure to dispose of Combustible Material or take precautions to prevent fire | \$500 | \$450 | \$500 | No | Not Applicable |
| 6.29(a) | Failure to submit Fire Safety Plan in an acceptable format and in conformance with British Columbia Fire Code | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.29(b) | Failure to submit Fire Safety Plan within 90 days | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.29(c) | Failure to provide Fire Safety Plan in a location or manner acceptable to Fire Chief | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.30 | Failure to install and maintain approved Fire Safety Plan Lock Box | \$150 | \$125 | \$175 | Yes | \$100 |

| | | | | | | |
|--|--|-------|-------|-------|-----|----------------|
| 6.32 | Failure to install and maintain approved Lock Box | \$150 | \$125 | \$175 | Yes | \$100 |
| 6.33(a) | Failure to correctly install Lock Box | \$150 | \$125 | \$175 | Yes | \$100 |
| 6.33(b) | Failure to provide keys or devices in Lock Box | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.34 | Failure to provide access to Fire Safety Plan Box or Lock Box | \$150 | \$125 | \$175 | No | Not Applicable |
| 6.35 | Failure to allow installation or maintenance of Fire Safety Plan Box or Lock Box | \$150 | \$125 | \$175 | Yes | \$100 |
| 7.1 | Starting or allowing open air fire without a permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.5 | Failure to follow terms and conditions for burning of yard waste | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.6 | Failure to follow terms and conditions for burning of waste created by land clearing | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.7 | Failure to follow terms and conditions for a hazard abatement/fuel modification burning permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.8 | Failure to follow terms and conditions for an agricultural burning permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.10 | Failure to follow terms and conditions for a residential cooking permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.11 | Using portable incinerator or other portable device for burning garbage, rubbish or waste material | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.1 | Discharging fireworks without a valid notice of discharge permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.4 | Selling or offering for sale fireworks without a valid fireworks sales permit | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.12 | Storing, handling or discharging fireworks in an unsafe manner or as to create a nuisance | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.15 | Discharging fireworks on a public roadway | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.16 | Failure to remove or dispose of fireworks debris | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.19 | Possessing, selling or discharging of firecrackers or noisemakers | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.22(a) | Failure to surrender fireworks | \$250 | \$200 | \$300 | No | Not Applicable |
| Outdoor Water Use Regulations Bylaw No. 792, 2015 | | | | | | |
| 4.1 | Level One | \$100 | \$75 | \$125 | No | Not Applicable |

| | | | | | | |
|---|---|-------|-------|-------|-----|----------------|
| 4.2 | Level Two | \$100 | \$75 | \$125 | No | Not Applicable |
| 4.3 | Level Three | \$100 | \$75 | \$125 | No | Not Applicable |
| 4.4 | Level Four | \$250 | \$200 | \$300 | No | Not Applicable |
| Parks and Public Space Use Bylaw No. 797, 2016 | | | | | | |
| 4 | Cutting, breaking, removing, destroying or damaging a tree, shrub, plant, turf or flower | \$250 | \$200 | \$300 | No | Not Applicable |
| 5 | Damaging or defacing or placing graffiti on a building, structure, fence, sign, seat, bench or ornament | \$250 | \$200 | \$300 | Yes | \$50 |
| 6 | Climbing, walking, sitting, cycling or skating upon a wall, fence or other structure not intended for that use. | \$250 | \$200 | \$300 | No | Not Applicable |
| 7.1 | Fouling or polluting an area of water or land | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.2 | Accessing or trampling the riparian edge of a stream, pond or lake that is not designated as an access point | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.3 | Depositing or dumping garbage, glass, crockery, paper, rubbish, litter, wood, waste or other material, liquid or solid, in or on a public space, except in receptacles provided there for such a purpose | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.4 | Disposing of waste generated outside a public space by depositing the waste in a waste receptacle or anywhere else inside or on a public space | \$200 | \$150 | \$250 | No | Not Applicable |
| 8 | Crossing, travelling on, using or walking upon a grassed plot or land where signs have been posted prohibiting such use | \$100 | \$75 | \$125 | No | Not Applicable |
| 9 | Teasing, molesting, or injuring an animal, bird or fish or throwing a substance at or near such a creature in such a way as to cause it alarm or possible injury, except when permitted under provincial or federal fishing or wildlife regulations | \$200 | \$150 | \$250 | No | Not Applicable |

| | | | | | | |
|------|--|-------|-------|-------|----|----------------|
| 10.1 | Obstructing the free use and enjoyment of a public space by another person | \$150 | \$125 | \$175 | No | Not Applicable |
| 10.2 | Fishing or playing ball or any game, or throwing any object or thing so as to molest or interfere with or become a nuisance to the general public | \$25 | \$20 | \$30 | No | Not Applicable |
| 10.3 | Hindering, deterring or interrupting any person in the exercise of any of his or her duties in charge of any organized recreation or maintenance authorized by the Village. | \$150 | \$100 | \$200 | No | Not Applicable |
| 11 | Bringing in or riding any horses or livestock, except where horseback riding is permitted in areas specifically designed for that purpose | \$300 | \$250 | \$350 | No | Not Applicable |
| 12.1 | Throwing or disposing of any lighted match, cigar, cigarette or similar thin or any burning substance without first extinguishing it | \$450 | \$400 | \$500 | No | Not Applicable |
| 12.2 | Making a fire without a valid Village of Pemberton Fire Permit | \$450 | \$400 | \$500 | No | Not Applicable |
| 12.3 | Leaving a fire unattended | \$450 | \$400 | \$500 | No | Not Applicable |
| 12.4 | Making a fire that exceeds the maximum size of fire prescribed by the Provincial Government | \$200 | \$150 | \$250 | No | Not Applicable |
| 13 | Undertaking any of the listed activities, except in such areas and at such times specifically allotted or designated for that purpose | \$200 | \$150 | \$250 | No | Not Applicable |
| 14.1 | Posting, painting or affixing any advertisement, bill, poster, picture, matter or thing on a tree, pole, post, building, structure or thing except on a kiosk or notice board specifically designed for that purpose | \$50 | \$25 | \$75 | No | Not Applicable |
| 14.2 | Engaging in the distribution or delivery of commercial advertising materials without a Village of Pemberton Park and Public Space Use Permit that includes this permission | \$150 | \$100 | \$200 | No | Not Applicable |

| | | | | | | |
|----------|---|-------|-------|-------|-----|----------------|
| 15.1 | Riding, driving, leading an animal, or propelling a cycle or motor vehicle in such a manner as to disturb the enjoyment of any person or to cause injury or damage to any person, animal or property | \$300 | \$250 | \$350 | No | Not Applicable |
| 15.2 | Operating a motor vehicle except on a roadway | \$300 | \$250 | \$300 | No | Not Applicable |
| 15.3 | Parking or stopping a motor vehicle except in an area designated for vehicle parking | \$100 | \$75 | \$125 | No | Not Applicable |
| 16.1 (a) | Bringing or having a dog, other than a certified service dog, at the main sand beach area of One Mile Lake Park between the 1 st of May and the 30 th of September each year | \$100 | \$75 | \$125 | No | Not Applicable |
| 16.1 (b) | Bringing or having a dog, other than a certified service dog, at waterfowl nesting sites or streams | \$100 | \$75 | \$125 | No | Not Applicable |
| 16.1 (c) | Bringing or having a dog, other than a certified service dog, inside a building, washroom or concession | \$100 | \$75 | \$125 | No | Not Applicable |
| 17 | Conducting private instruction or holding a tournament, competition, exhibition, demonstration or series of games with a participant number in excess of 10, or for commercial purposes, without a Park and Public Space Use Permit that includes those permissions | \$50 | \$25 | \$75 | Yes | \$25 |
| 18 | Erecting a tent, building, shelter or other structure or works or taking up any temporary abode without a Parks and Public Space Use Permit that includes those permissions | \$150 | \$100 | \$200 | No | Not Applicable |
| 19 | Operating or using any amplifying system or loudspeaker without a Park and Public Space Use Permit that includes that permission | \$150 | \$100 | \$200 | No | Not Applicable |
| 20 | Operating a commercial business or utilizing a public space for a portion of business except as a community event or as authorized by the Village | \$300 | \$250 | \$350 | No | Not Applicable |

| | | | | | | |
|---|---|-------|-------|-------|-----|----------------|
| 21 | Using any court, green, ground, lawn or facility without having first obtained a Park and Public Space Use Permit and paid all applicable fees and charges, where required by bylaw | \$100 | \$50 | \$200 | Yes | \$25 |
| 23 | Violation of any provision of the bylaw or any parks rule, regulation or notice of the Village or the Manager | \$200 | \$150 | \$250 | No | Not Applicable |
| 24 | Obstructing or causing to be obstructed any official employee, agent or contractor of the Village in the exercise of any of his lawful duties | \$500 | \$500 | \$500 | No | Not Applicable |
| Airport Establishment, Operations & Fees Bylaw No. 817, 2017 | | | | | | |
| 4 (ii) | entering or using Airport Facilities contrary to regulations | \$150 | \$100 | \$200 | No | Not Applicable |
| 4 (iii) | constructing buildings or structures, undertaking improvements, or performing maintenance without permission | \$150 | \$100 | \$200 | Yes | \$100 |
| Filming Bylaw No. 818, 2017 | | | | | | |
| 3 (i) | Filming without a permit | \$250 | \$200 | \$300 | Yes | \$100 |
| 5 | Filming in contravention of any Village of Pemberton bylaw as listed in Village of Pemberton Filming Policy ADMIN-023, as amended | \$250 | \$200 | \$300 | No | Not Applicable |
| Site Alteration Bylaw No. 822, 2017 | | | | | | |
| 6.1 | Undertaking site alteration works without a permit | \$450 | \$400 | \$500 | Yes | \$350 |
| 17.1 (a) | Failure to comply with a term or condition of permit | \$300 | \$250 | \$350 | Yes | \$200 |
| 17.1 (b) | Failure to comply with an order or notice under this bylaw | \$300 | \$250 | \$350 | No | Not Applicable |
| 17.1 (c) | Causing, allowing or suffering a violation of the bylaw, a term or condition of a permit, or an order or notice under this bylaw | \$450 | \$400 | \$500 | Yes | \$250 |
| Zoning Bylaw No. 832, 2018 | | | | | | |
| 6.4, | Use prohibited in zone | \$450 | \$400 | \$500 | Yes | \$350 |
| 6.7 | Conversion of buildings contrary to requirements | \$400 | \$350 | \$500 | Yes | \$200 |
| 7.1 (a) (i) | Accessory building or structure erected prior to permitted building or structure | \$200 | \$150 | \$250 | Yes | \$100 |

| | | | | | | |
|----------|---|-------|-------|-------|-----|----------------|
| 7.1 | Accessory Buildings or Structures and Uses contrary to regulations | \$200 | \$150 | \$250 | No | Not Applicable |
| 7.2 (a) | Accessory Greenhouse contrary to regulations | \$200 | \$150 | \$250 | No | Not Applicable |
| 7.3 | Accessory residential dwelling non-compliant with regulations | \$200 | \$250 | \$300 | No | Not Applicable |
| 7.4 | Prohibited use in Agriculture Zone | \$500 | \$450 | \$500 | No | Not Applicable |
| 7.5 | Agri-tourism conducted contrary to regulations | \$200 | \$150 | \$250 | Yes | \$100 |
| 7.6 | Backyard hen keeping contrary to regulations. | \$200 | \$150 | \$250 | Yes | \$100 |
| 7.7 | Backyard bee keeping contrary to regulations | \$200 | \$150 | \$250 | Yes | \$100 |
| 7.8 | Bed and Breakfast Inn contrary to regulations | \$450 | \$400 | \$500 | No | Not Applicable |
| 7.9 | Bed and Breakfast Inn contrary to regulations | \$450 | \$400 | \$500 | No | Not Applicable |
| 7.10 | Carriage House constructed contrary to regulations | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.11 | Combined Commercial Residential Use contrary to regulations | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.12 | Compost bins or composting contrary to regulations | \$100 | \$75 | \$125 | Yes | \$25 |
| 7.13 | Gathering for a Farm Event contrary to regulations | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.14 | Farm stand use contrary to regulations | \$100 | \$75 | \$125 | Yes | \$25 |
| 7.15 | Fences, screening or retaining walls contrary to regulations | \$200 | \$150 | \$250 | No | Not Applicable |
| 7.16 | Food truck operating contrary to regulations | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.17 (a) | Home Occupation contrary to conditions of use. | \$300 | \$250 | \$350 | Yes | \$200 |
| 7.17 (b) | Home Occupation use that discharges or emits across lot lines odorous, toxic or noxious matter or vapours; heat, glare of electrical interference or radiation; recurring ground vibration; or noise levels that exceed any applicable noise regulations. | \$200 | \$250 | \$300 | No | Not Applicable |
| 7.18 | Use of intermodal storage containers and prefabricated items and structures contrary to regulations | \$150 | \$100 | \$200 | Yes | \$75 |
| 7.19 | Mixed use buildings contrary to regulations | \$300 | \$250 | \$350 | Yes | \$100 |

| | | | | | | |
|----------|---|-------|-------|-------|-----|----------------|
| 7.20 | Outdoor equipment storage contrary to regulations | \$150 | \$100 | \$200 | Yes | \$75 |
| 7.21 | Retaining wall contrary to regulations | \$400 | \$350 | \$450 | No | Not Applicable |
| 7.22 | Failing to provide screening along a lot line as required | \$100 | \$75 | \$125 | Yes | \$25 |
| 7.23 | Secondary suite contrary to regulations | \$300 | \$250 | \$350 | Yes | \$150 |
| 7.24 | Short-term Vacation Rental use contrary to regulations | \$450 | \$400 | \$500 | No | Not Applicable |
| 7.28(a) | Temporary building or structure during construction contrary to regulations | \$100 | \$75 | \$125 | No | Not Applicable |
| 7.28 (b) | Use of a mobile home or recreational vehicle contrary to conditions | \$100 | \$75 | \$125 | No | Not Applicable |
| 7.29 | Temporary use of an existing detached dwelling unit contrary to conditions | \$100 | \$75 | \$125 | No | Not Applicable |
| 7.30 | Accessory use of above-ground swimming pools, spas and hot tubs contrary to provisions | \$400 | \$350 | \$450 | No | Not Applicable |
| 8 | Failing to provide off-street parking spaces and facilities in accordance with requirements | \$200 | \$150 | \$250 | Yes | \$100 |
| 10.1 | Unpermitted use or development contrary to regulations in A-1 zone | \$500 | \$450 | \$500 | No | Not Applicable |
| 10.2 | Unpermitted use or development contrary to regulations in RR-1 zone | \$300 | \$250 | \$350 | Yes | \$200 |
| 11 | Unpermitted use or development contrary to regulations in R-1, R-2, R-3, RC-1, MHP-1 zones | \$300 | \$250 | \$350 | Yes | \$200 |
| 12 | Unpermitted use or development contrary to regulations in RM-1 and RM-2 zones | \$300 | \$250 | \$350 | Yes | \$200 |
| 13 | Unpermitted use or development contrary to regulations in RSA-1, RTA-1 and RSA-3 zones | \$300 | \$250 | \$350 | Yes | \$200 |
| 14 | Unpermitted use or development contrary to regulations in RSA-2 and RTA-2 zones | \$300 | \$250 | \$350 | Yes | \$200 |
| 15 | Unpermitted use or development contrary to regulations in C-1, C-2, C-3, C-4, C-5 zones | \$300 | \$250 | \$350 | Yes | \$200 |
| 16 | Unpermitted use or development contrary to | \$300 | \$250 | \$350 | Yes | \$200 |

| | | | | | | |
|--|---|-------|-------|-------|-----|----------------|
| | regulations in M-1, M-2, AP-1 zones | | | | | |
| 17 | Unpermitted use or development contrary to regulations in P-1, PR-1, OR-1, E-1, RES-1, CWP-1 zones | \$500 | \$450 | \$500 | No | Not Applicable |
| 18 | Unpermitted use or development contrary to regulations in CD zones | \$300 | \$250 | \$350 | Yes | \$200 |
| Public Nuisance Abatement Bylaw No. 838, 2018 | | | | | | |
| 3.1 | Cause a nuisance, camp in an unauthorized area, or use profane, abusive or grossly insulting language, gestures or displays | \$150 | \$100 | \$200 | No | Not Applicable |
| 3.2 | Impede or obstruct a person or vehicle | \$150 | \$100 | \$200 | No | Not Applicable |
| 3.3 | Deposit or throw bottles, broken glass, litter or other rubbish | \$150 | \$100 | \$200 | No | Not Applicable |
| 3.5 | Place graffiti on walls, fences or other surfaces | \$250 | \$200 | \$300 | Yes | \$50 |
| 3.6 | Urinate or defecate on a highway or in public place | \$150 | \$100 | \$200 | No | Not Applicable |
| 3.7 | Deface, damage or destroy property in public place | \$250 | \$200 | \$300 | No | Not Applicable |
| 3.8 | Solicitation | \$50 | \$25 | \$75 | No | Not Applicable |
| 3.9 | Use streams, lakes or rivers for personal cleansing or washing laundry or dishes | \$150 | \$100 | \$200 | No | Not Applicable |
| Animal Control Bylaw No. 839, 2018 | | | | | | |
| 1.1 | Unlicensed dog: | \$75 | \$50 | \$100 | Yes | \$25 |
| 2.1, 2.2 | Dog at large or in prohibited area: | \$50 | \$25 | \$75 | No | Not Applicable |
| 2.4 | Failure to immediately remove feces or dispose of properly | \$50 | \$25 | \$75 | No | Not Applicable |
| 2.5, 2.11 | permit dog to cause disturbance | \$50 | \$25 | \$75 | No | Not Applicable |
| 2.6 | Permit dog to chase, bite, attack, or cause damage to property | \$75 | \$50 | \$100 | Yes | \$25 |
| 2.7 | failure to ensure control of dog lawfully off-leash | \$50 | \$25 | \$75 | No | Not Applicable |
| 2.8 | keeping more than three (3) dogs contrary to regulations | \$150 | \$100 | \$200 | Yes | \$50 |
| 2.9, 2.10 | keeping dog in unsanitary environment | \$200 | \$150 | \$250 | Yes | \$50 |
| 3 | irresponsible care of dog | \$200 | \$150 | \$250 | Yes | \$50 |
| 4 | Failing to take stipulated measures regarding the control of an aggressive dog | \$300 | \$250 | \$350 | Yes | \$200 |

| | | | | | | |
|-----------|---|-------|-------|-------|-----|----------------|
| 7.1 | Keeping a dangerous dog without a licence | \$500 | \$400 | \$500 | Yes | \$250 |
| 7.2 | Failing to take stipulated measures regarding the control, confinement, or notification of a dangerous dog | \$500 | \$400 | \$500 | Yes | \$250 |
| 8 | failure to obtain kennel licence | \$100 | \$75 | \$125 | Yes | \$50 |
| 9, 12, 13 | Keeping backyard hens contrary to regulations | \$50 | \$25 | \$75 | Yes | \$15 |
| 15 | Except as provided in section 16 of the bylaw, breed, possess, exhibit for entertainment or educational purposes or display in public on either a temporary or permanent basis any prohibited animal listed in Schedule C of the bylaw. | \$100 | \$75 | \$150 | Yes | \$50 |
| 20 | Prevent or obstruct the manager, a police officer, or a bylaw enforcement officer from carrying out any inspections or performing other functions under the bylaw | \$500 | \$500 | \$500 | No | Not Applicable |

Parking and Traffic Control Bylaw No. 840, 2018

Part 3: General Regulations

| | | | | | | |
|---------|--|-------|-------|-------|-----|----------------|
| 3.1 (a) | Non-compliance with an officer | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.1 (b) | Remove notice from vehicle, unless owner or operator of that vehicle | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.1 (c) | Deface, paint or damage a highway | \$500 | \$450 | \$500 | No | Not Applicable |
| 3.1 (d) | Obstruct or damage traffic control device | \$100 | \$75 | \$125 | No | Not Applicable |
| 3.1 (e) | Camping on a highway | \$50 | \$25 | \$75 | No | Not Applicable |
| 3.1 (f) | Park overnight to sleep in a vehicle | \$50 | \$25 | \$75 | No | Not Applicable |
| 3.1 (g) | Abandon a vehicle | \$100 | \$75 | \$125 | Yes | \$50 |

Part 4: General Parking and Stopping Prohibitions

| | | | | | | |
|---------------|------------------------------|------|------|------|----|----------------|
| 4.1 (a) | Within 6 m of a fire hydrant | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (b) | In an area designated as a: | | | | | |
| 4.1 (b) (i) | fire lane | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (b) (ii) | no parking zone | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (b) (iii) | no stopping zone | \$30 | \$25 | \$35 | No | Not Applicable |

| | | | | | | |
|---------------|---|------|------|------|----|----------------|
| 4.1 (b) (iv) | loading zone | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (c) | In a disabled parking zone | \$50 | \$40 | \$60 | No | Not Applicable |
| 4.1 (d) | Adjacent to a curb that is painted yellow | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (e) | On a crosswalk | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (f) | Within 6 m of a crosswalk | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (g) | So as to interfere with the normal flow of traffic | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (h) | On a sidewalk, boulevard, shoulder or trail. | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (i) | Obstruct a driveway, lane or right of way | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (j) | Within 6 m of any traffic control device | \$30 | \$25 | \$35 | No | Not Applicable |
| | On a highway/shoulder for the purpose of: | | | | | |
| 4.1 (k) (i) | Displaying a vehicle for sale | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (k) (ii) | Displaying signs | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (k) (iii) | Advertising, washing, greasing, repairing, wrecking or storing a vehicle or trailer except where necessitated by emergency | \$50 | \$40 | \$60 | No | Not Applicable |
| 4.1 (k) (iv) | Selling any goods or services | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (l) | On a highway except on the right-hand side; no further than thirty (30) centimeters from the <i>curb</i> or if there is no <i>curb</i> , from the edge of the roadway | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (m) | In the opposite direction to oncoming traffic | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (n) | In contravention of any sign or other traffic control device | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (o) | For a period longer than seventy-two (72) hours | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (p) | In front of a barricade used to block off a roadway or access to a roadway | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (q) | In a public park, except in designated areas | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (r) (i) | On a highway – no licence plate | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (r) (ii) | On a highway – no valid insurance decal | \$30 | \$25 | \$35 | No | Not Applicable |

| | | | | | | |
|---|--|-------|-------|-------|----|----------------|
| 4.1 (s) | On the roadway side of another vehicle (double parked) | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (t) | Area reserved for bus, taxi or loading | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (u) | Within a cycle lane | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (v) | Over time limit parking | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.1 (w) | Vehicle weight exceeds 5,500 kilograms | \$30 | \$25 | \$35 | No | Not Applicable |
| 4.2 | Contravention of winter parking restrictions | \$30 | \$25 | \$35 | No | Not Applicable |
| Part 5: Motor Vehicle Idling | | | | | | |
| 5.1 | Idling motor over 3 minutes | \$30 | \$25 | \$35 | No | Not Applicable |
| Part 6: Time-Limit Parking | | | | | | |
| 6.1 | parking exceeding time limit | \$30 | \$25 | \$35 | No | Not Applicable |
| Part 7: Parking Lots | | | | | | |
| 7.1 (a) | Parking in Village lot contrary to restrictions | \$30 | \$25 | \$35 | No | Not Applicable |
| 7.1 (b) | During time period posted regulations designate the parking lot as no parking zone | \$30 | \$25 | \$35 | No | Not Applicable |
| 7.1 (c) (i) | Extends into the roadway beyond markings delineating the parking space | \$30 | \$25 | \$35 | No | Not Applicable |
| 7.1 (c) (ii) | Occupies more than one parking space | \$30 | \$25 | \$35 | No | Not Applicable |
| 7.1 (c) (iii) | For a period longer than 72 hours | \$30 | \$25 | \$35 | No | Not Applicable |
| 7.1 (c) (iv) | For camping | \$50 | \$40 | \$60 | No | Not Applicable |
| 7.1 (c) (v) | During winter parking restrictions | \$30 | \$25 | \$35 | No | Not Applicable |
| Part 8: Nuisance and Obstruction | | | | | | |
| 8.1 (a) (i-iv) | Cause nuisance, foul or damage | \$30 | \$25 | \$35 | No | Not Applicable |
| 8.1 (b) | Cause accumulation of litter or discarded materials | \$30 | \$25 | \$35 | No | Not Applicable |
| 8.1 (c) | Cause discharge or escape of fuel or other noxious substance | \$250 | \$200 | \$300 | No | Not Applicable |
| 8.1 (d) | Interference with the passage due to placement of garbage or recycling container | \$30 | \$25 | \$35 | No | Not Applicable |

Business Licence Bylaw No. 855, 2019

| | | | | | | |
|---|--|----------|-------|-------|-----|----------------|
| 6.2 | Resident Business without Business Licence | \$75 | \$50 | \$100 | Yes | \$25 |
| 6.3 | Non-Resident Business without Business Licence | \$75 | \$50 | \$100 | Yes | \$25 |
| 7.1 | Failure to provide access | \$150 | \$125 | \$175 | Yes | \$100 |
| 11.2 | Failure to Display Valid Licence | \$75 | \$50 | \$100 | Yes | \$25 |
| 13.5 | Carrying Business while Suspended | \$150 | \$100 | \$200 | Yes | \$75 |
| 14.4 (d) | Mobile Vendor without Business Licence | \$300 | \$250 | \$350 | Yes | \$75 |
| 14.5 | Operating a Mobile Store in contravention to the regulations | \$300 | \$250 | \$350 | Yes | \$150 |
| 21.1 (b) | Advertising a Short-Term Vacation Rental without a Business Licence | \$500 | \$450 | \$500 | Yes | \$250 |
| 21.1 (c) | Failure to meet advertisement requirements | \$75 | \$50 | \$100 | Yes | \$25 |
| 21.1 (d) | Failing to comply with Short Term Vacation Rental Notice Regulations | \$75 | \$50 | \$100 | Yes | \$25 |
| 22.1 | Cannabis production facility operating without a business licence | \$500 | \$450 | \$500 | Yes | \$200 |
| 22.4 | Cannabis production facility operating without required security/safety measures, | \$75 | \$75 | \$100 | No | Not Applicable |
| 23.1 | Cannabis retail operating without a business licence | \$500 | \$450 | \$500 | Yes | \$200 |
| 23.4 (a) | Cannabis retail business operating outside the hours of 9:00 a.m. to 9:00 p.m. | \$75 | \$75 | \$100 | No | Not Applicable |
| 23.4 (b) | Cannabis retail business operating without required safety/security measures | \$75 | \$75 | \$100 | No | Not Applicable |
| Cross Connection Control Bylaw No. 844, 2018 | | | | | | |
| 7.2 (a) | Failure to eliminate a cross connection or control a cross connection by the installation of a backflow preventer upon given notice. | \$500.00 | \$450 | \$500 | No | Not Applicable |
| 8.2 | Failure to inspect and test an approved backflow prevention assembly using a backflow assembly tester, upon installation, after repair and then every consecutive twelve (12) month period thereafter. | \$200 | \$150 | \$250 | Yes | \$100 |
| 8.4 | Removal of a backflow preventer from a plumbing system without prior written consent of the | \$200 | \$150 | \$250 | No | Not Applicable |

| | | | | | | |
|-------------------------------------|---|-------|-------|-------|-----|----------------|
| | water operator or building official. | | | | | |
| 8.5 | Where an owner or occupant fails to repair and retest an approved backflow preventer in the time period specified in a notice issued by the Village. | \$200 | \$150 | \$250 | No | Not Applicable |
| 9.1.2 & 9.1.3 | Connecting to a fire hydrant, stand pipe or other temporary water connection without using an approved backflow prevention assembly and without obtaining a hydrant or temporary water use permit | \$200 | \$150 | \$250 | No | Not Applicable |
| 10 | Creating a direct connection with a non-potable auxiliary water system without the approval of the Water Operator | \$500 | \$450 | \$500 | No | Not Applicable |
| Smoking Bylaw No. 848, 2018 | | | | | | |
| 3.1 & 3.2 | Smoking in a prohibited area (responsible person violation) | \$200 | \$150 | \$250 | No | Not Applicable |
| 3.1 & 3.2 | Smoking in a prohibited area (personal violation) | \$100 | \$75 | \$125 | No | Not Applicable |
| 4.1 | Failure to comply with sign requirements | \$100 | \$75 | \$125 | Yes | \$50 |
| 4.2 | Remove or deface sign | \$100 | \$75 | \$125 | Yes | \$50 |
| 6.1 | Interfere with or obstruct enforcement officer | \$500 | \$500 | \$500 | No | Not Applicable |
| Building Bylaw No. 867, 2019 | | | | | | |
| 4.1, 6.1, 8.1 | Regulated work without a permit | \$300 | \$250 | \$350 | No | Not Applicable |
| 6.2 | Use or occupancy of a building or structure without a final inspection services report | \$350 | \$300 | \$400 | Yes | \$250 |
| 6.3 | Knowingly submitting false or misleading information to a building official | \$400 | \$300 | \$500 | No | Not Applicable |
| 6.4 | reversing, altering, defacing, covering, removing, or tampering with any notice, permit or certificate | \$150 | \$100 | \$200 | No | Not Applicable |
| 6.5 | unauthorized variance from accepted design or plans after permit issued | \$300 | \$250 | \$350 | No | Not Applicable |
| 7.2 | Obstructing entry of Chief Building Official | \$200 | \$150 | \$250 | No | Not Applicable |
| 8.1(g) 15.1 | Constructing, extending, altering, renewing or repairing plumbing system without permit | \$300 | \$250 | \$350 | No | Not Applicable |

| | | | | | | |
|------------------------|--|-------|-------|-------|-----|----------------|
| 18.4(a) | Failure of owner to post and maintain permit on property during construction | \$100 | \$75 | \$125 | Yes | \$50 |
| 18.4(b) | Failure of owner to keep copy of designs, plans, and specifications on property during construction | \$100 | \$75 | \$125 | Yes | \$50 |
| 18.4(c) | Failure of owner to post civic address on the property in a location visible from adjoining streets | \$100 | \$75 | \$125 | Yes | \$50 |
| 18.4(d) | Failure of owner to ensure construction site kept tidy | \$100 | \$75 | \$125 | Yes | \$50 |
| 19.5, 19.6 | Failure of owner to obtain inspection and acceptance of work prior to concealing it | \$400 | \$350 | \$450 | Yes | \$300 |
| 21.1 | Failure of owner to control site drainage | \$400 | \$350 | \$450 | Yes | \$300 |
| 22.1 | Constructing retaining wall greater than 1.2 meters in height without design plan and field reviews of registered professional | \$400 | \$350 | \$450 | No | Not Applicable |
| 22.2 | Failure to deliver design plan and field review reports to Chief Building Official prior to works on retaining walls greater than 1.2 meters in height | \$100 | \$75 | \$125 | Yes | \$50 |
| 23.1, 23.5, 23.7 | construction or structural repair of swimming pool without permit | \$300 | \$250 | \$350 | No | Not Applicable |
| 23.2, 23.5, 23.6, 23.7 | Swimming pool, spa, or hot tub not enclosed by prescribed fencing / barrier | \$400 | \$300 | \$500 | Yes | \$250 |
| 23.3 | improper pool plumbing to regulate the disposal and refilling of pool water | \$300 | \$250 | \$350 | Yes | \$200 |
| 25.1 | failure to obtain surveyor's or site improvement certificate prior to the placing of concrete forms for foundations | \$250 | \$200 | \$300 | No | Not Applicable |
| 26.1 | Failure to cease work after Stop Work notice | \$400 | \$350 | \$450 | No | Not Applicable |
| 26.4 | Failure to cease occupancy after Do No Occupy notice | \$400 | \$350 | \$450 | No | Not Applicable |
| 27 | Failure to comply with any order or notice issued by a building official | \$500 | \$400 | \$500 | No | Not Applicable |

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 26th day of May, 2020.

ADOPTED this _____ day of _____, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: June 16, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No 863, 2019, Repeal Bylaw No. 880, 2020 - Adoption

PURPOSE

The purpose of this report is to request consideration to give Fourth and Final Readings of the Village of Pemberton Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020 (**Appendix A**).

BACKGROUND

At the Regular Council Meeting No. 1512, held Tuesday, April 21, 2020, Staff presented the Village of Pemberton Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020 for First, Second and Third Reading.

The original Loan Authorization Bylaw was put forward for repeal as the borrowing for the Downtown Enhancement Project, which had been approved and adopted in July, 2019, was no longer necessary as Council elected to cover the outstanding costs related to the contingency and paving of the Barn Parking lot through the utilization of reserves and short term borrowing. As such, to remove this borrowing allocation from the books the Village was required to establish a Repeal Bylaw.

In this regard, at the Regular Council meeting noted above the following resolution was passed:

THAT Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020, be given First, Second and Third Readings;

AND THAT Bylaw No. 880, 2020 be referred to the Ministry of Municipal Affairs and Housing for Ministerial approval prior to adoption.

As the original Bylaw required the approval of the Inspector of Municipalities before it could be adopted, approval from the same authority is also required if a Loan Authorization Bylaw is not utilized for the purposes of borrowing.

DISCUSSION & COMMENTS

Following the receipt of First, Second and Third Readings the Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020 was forwarded to the Ministry of Municipal Affairs and Housing to seek their approval to Repeal the Bylaw.

The Village received notification on June 9, 2020 that the Statutory Approval had been granted on June 3, 2020 (**Appendix B**). As such, the Village may now proceed with adopting Repeal Bylaw No. 880, 2020.

COMMUNICATIONS

There are no communication elements in relation to consideration of the Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019 Repeal Bylaw No. 880, 2020.

LEGAL CONSIDERATIONS

Staff consulted with Ministry Officials to confirm the correct procedure respecting the repeal of Loan Authorization Bylaw No. 863, 2019 and this approval was given on June 3, 2020.

IMPACT ON BUDGET & STAFFING

Preparation of the Repeal Bylaw and Report to Council were completed in-house as part of the regular duties of the Department of Corporate & Legislative Services. As such, there are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Consideration of the Repeal Bylaw has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Repealing the Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019 meets with Strategic Priority Two: Good Governance and Strategic Priority No. Three: Excellence in Service.

RECOMMENDATIONS

THAT Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020, be given Fourth and Final Readings.

ATTACHMENTS:

Appendix A: Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020.

Appendix B: Statutory Approval, dated June 3, 2020.

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

APPENDIX A

Village of Pemberton

Bylaw No. 880, 2020

A bylaw to Repeal the Village of Pemberton Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019

WHEREAS Council did, on the 9th of July, 2019, adopt Bylaw No. 863, 2019 of the Village cited as the "Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019".

AND WHEREAS the need to borrow funds, in the amount of nine hundred and eighty thousand (\$980,00.00), being the anticipated estimated cost of the contingency and barn parking lot paving to complete the Downtown Enhancement Project no longer exists;

NOW THEREFORE, the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

Title

1. This Bylaw may be cited for all purposes as the "Village of Pemberton Repeal of Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019, Bylaw No. 880, 2020.

Repeal

2. Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019, adopted on July 9, 2019, is hereby repealed.

READ A FIRST TIME THIS 21st day of April, 2020.

READ A SECOND TIME THIS 21ST day of April, 2020.

READ A THIRD TIME THIS 21st day of April, 2020.

APPROVAL OF THE INSPECTOR OF MUNICIPALITIES RECEIVED this 3rd day of June, 2020.

ADOPTED this _____ day of _____, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer



Statutory Approval

Under the provisions of section _____ 179 _____

of the _____ Community Charter _____

I hereby approve Bylaw No. _____ 880 _____

of the _____ Village of Pemberton _____,

a copy of which is attached hereto.

Dated this 3rd day

of June , 2020

A handwritten signature in black ink, appearing to be "A. J. ...", written over a horizontal line.

Deputy Inspector of Municipalities

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*