

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, October 6, 2020 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1523.

"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. 1522, Tuesday, September 15, 2020	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1522, held Tuesday, September 15, 2020, be adopted as circulated.	
4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
5. RISE WITH REPORT FROM IN CAMERA	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
7. COMMITTEE MINUTES - FOR INFORMATION	
a) Mayor's Task Force on COVID-19 Response and Recovery Meeting No. 4, Tuesday, August 25, 2020	11
Recommendation: THAT the minutes of the Mayor's Task Force for COVID-19 Response and Recovery Meeting No. 4, held Tuesday, August 25, 2020, be received for information.	
8. COMMITTEE RISE WITH REPORT	
a) Mayor's Task Force for COVID-19 Response and Recovery	
Community Enhancement Fund	
Moved/Seconded	
THAT the Mayor's Task Force for COVID-19 Response and Recovery recommends to Council that funds be earmarked from the Community Enhancement Fund for community groups to facilitate activities that support community needs during the COVID-19 pandemic.	
CARRIED	
b) Community Foundation of Whistler - Grant Application - Update	

9. DELEGATION

There are no delegation presentations.

10. REPORTS

a) Office of the Chief Administrative Officer

- i. **Resubmission of Childcare BC New Spaces Grant Application – Discussion**
- ii. **Electric Vehicle Charging Stations, Joint Grant Application with Resort Municipality of Whistler – Verbal Report**
- iii. **Rural and Northern Communities Fund Application, Multi-Modal Transportation Hub on Lot 13** 14

Recommendation: THAT Council support an application to the Rural and Northern Development Infrastructure Program for the development of a Multi-Modal Transportation Hub for up to \$1.6 million dollars.

b) Operations Department

- i. **Village of Pemberton 2020 Water System Performance Assessment Report** 18

Recommendation: THAT Council receives the Village of Pemberton Water System Performance Assessment 2020.

11. BYLAWS

a) Bylaws for First, Second and Third Readings

- i. **Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment Bylaw No. 888, 2020** 43

Recommendation: THAT Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Order of Proceedings) Bylaw No. 888, 2020, receive First, Second and Third Readings.

b) Bylaw for Second and Third Readings

- i. **Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment Bylaw (Child Care Centre) No. 889, 2020** 87

Recommendation One: THAT Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment Bylaw (Child Care Centre) No. 889, 2020, receive First and Second Readings.

Recommendation Two: THAT Council direct Staff to convene a public hearing on Tuesday, October 20, 2020 at 9:00 a.m. via the electronic means utilized by the Village.

12. MAYOR'S Report

a) DiamondRally Event 2020 - Discussion

13. COUNCILLORS' Reports

14. CORRESPONDENCE

a) For Action

- i. James Linklater, President, Rotary Club of Pemberton, dated September 30, 2020, seeking Council's support for proclamation of October 24th as World Polio Day. 93

Recommendation: THAT Council provide direction.

b) For Information

- i. Agnes Jackman, Board Member, Council of Senior Citizens' Organizations, dated September 11, 2020, regarding proclamation of October 1st, 2020, as UN International Day of Older Persons. 97
- ii. Brooke Browning, Squamish-Lillooet Regional District Electoral Area C, dated September 15, 2020, regarding provision of childcare services in the Sea to Sky Corridor. 101
- iii. Jonathan X. Cote, Mayor, City of New Westminster, dated September 15, 2020, seeking support for a resolution regarding universal access to no-cost prescription contraception. 103
- iv. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated September 17, 2020, sharing details of the investments to be made through the Federal Safe Restart Agreement. 105
- v. Rebecca Bishop, Program Officer, UBCM Community Emergency Preparedness Fund Program, dated September 30, 2020, advising of funding approval for the Village's revised *Arn Canal Integrated Flood Mitigation Project*. 107
- vi. Fran and Bill Cuthbert, Village of Pemberton, dated October 1, 2020, expressing concerns to School District 48 regarding development plans for 1409 Poplar Street. 110
- vii. Cory Heavener, Director of Child Welfare, Ministry of Children and Family Development, dated October 1, 2020, announcing October as Foster Family Month in British Columbia. 112

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

17. NOTICE OF MOTION

18. QUESTION PERIOD

114

19. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (g) Litigation or Potential Litigation, Law Enforcement and (k) Negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

20. RISE WITH REPORT

21. 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, September 15, 2020 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1522.

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, Sr. Community Partnerships & Communications Coordinator
Lisa Pedrini, Manager of Development Services
Robert Grossman, Fire Chief
Joanna Rees, Planner
Matt Rempel, Planning & GIS Technician
Elysia Harvey, Legislative Assistant

PUBLIC: 2

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 9:07 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. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1521, Tuesday, September 1, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1521, held Tuesday, September 1, 2020, be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

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

5. RISE WITH REPORT FROM IN CAMERA

There was no rise with report.

6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

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

7. COMMITTEE MINUTES - FOR INFORMATION

None

8. DELEGATION

There were no delegation presentations.

9. REPORTS

a) Office of the Chief Administrative Officer

i. Community, Culture & Recreation Grant Application (Mountain Bike Skills Park)

Resolution #1

Moved/Seconded

THAT the Village of Pemberton apply to the Community Culture and Recreation Program for up to \$620,000 for the construction of the Pemberton & District Mountain Bike Skills Park.

AND THAT the Village of Pemberton fund the applicant's portion of \$113,460;

AND THAT if the application is successful the funding for the applicant's portion be obtained through short-term borrowing for a three (3) to five (5) year term.

CARRIED

Resolution #2

Moved/Seconded

THAT Staff be directed to prepare a Memorandum of Understanding (MOU) between the Village of Pemberton and the Pemberton Off-Road Cycling Association (PORCA) that details their commitment to continued fundraising to offset the applicant's share.

CARRIED

Resolution #3

Moved/Seconded

THAT Staff prepare a report to the Pemberton Valley Utilities and Services Committee to begin the process for incorporating the Bike Skills Park into the Recreation Service.

CARRIED

Resolution #4

Moved/Seconded

THAT the Village submit a request to Pemberton Valley Utilities and Services Committee requesting to cost-share the applicant's portion of the Community, Culture and Recreation Grant for the Bike Skills Park.

CARRIED

ii. Childcare BC New Spaces Fund Village of Pemberton Grant Application – Verbal Update

CAO Gilmore advised Council that the Village's grant application to the Childcare BC New Spaces fund had been refused. The application, which intended to facilitate expansion of the current Pemberton Children's Centre area, had undergone secondary review by the program evaluators, however, it was determined the cost per childcare space identified in the application was too high to fit the selection criteria.

Advocacy for funding from the Province to address childcare constraints in Pemberton will be ongoing and exploration of other opportunities for support will continue to be a priority for the Village.

Moved/Seconded

THAT the verbal update on the Childcare BC New Spaces Fund grant application be received.

CARRIED

10. BYLAWS

a) Bylaw for First, Second and Third Readings

i. Village of Pemberton Development Procedures Bylaw No. 887, 2020

Moved/Seconded

THAT Village of Pemberton Development Procedures Bylaw No. 887, 2020, be given First Reading.

CARRIED

Moved/Seconded

THAT Staff bring back more information on the application fees of Development Procedures Bylaw No. 887, 2020, and how these compare to other communities.

CARRIED

Moved/Seconded

THAT the order of the agenda be adjusted to bring forward Councillors' Reports as the next item of business.

CARRIED

11. COUNCILLORS' Reports

Councillor Noble

Councillor Noble extended congratulations to the Kym family on winning the PNE Prize home located in Pemberton's Sunstone development.

Councillor Zant

Councillor Zant commented that the support from the Community for the cemetery rejuvenation project has been great and that installation of the new fence will take place this week.

Councillor Antonelli did not report.

Councillor Craddock did not report.

12. MAYOR'S Report

Mayor Richman commented on the following:

- With the passing of Labour Day long weekend, traffic and tourism have slowed in town;
- Concerns of small businesses about the upcoming Fall & Winter seasons;
- Students returned to school last week.

Mayor Richman reported on the following meetings:

- Attended the Pemberton Valley Emergency Management Committee meeting along with Chief Dean Nelson, Lil'wat Nation, Squamish-Lillooet Regional District (SLRD), and Village Staff. The Committee heard a presentation from Kevin Clark, Operations Manager of the Pemberton Valley Dyking District (PVDD), regarding infrastructure & planning projects and opportunities for grant applications.
- Attended a working session of the Mayor's Task Force for COVID-19 Response & Recovery on September 10th. The task force worked on development of evaluation criteria and "Big Ideas", including a possible virtual hub and building on the "Love Pemberton" campaign.
- Upcoming meetings include three more Minister meetings, a joint meeting with the SLRD and Minister Trevena, and SLRD Board meeting.

13. CORRESPONDENCE

a) For Action

- i. Suzanne Robert, Mount Currie, dated September 8, 2020, regarding sidewalk concerns between Signal Hill Elementary & Tiyata Blvd.**

Moved/Seconded

THAT the correspondence be referred to Staff for response.

CARRIED

- ii. Ron Blackall, Village of Pemberton, dated August 17, 2020, regarding residential fire safety concerns.**

Moved/Seconded

THAT the correspondence be referred to Staff for response

AND THAT the Fire Department work with Communications to prepare a public awareness campaign for distribution to Strata Developments.

CARRIED

- iii. **Ned Hodaly, General Manager, TELUS Communications, dated September 10, 2020, regarding rural community connectivity and a letter of support to the Prime Minister.**

Moved/Seconded

THAT the Village of Pemberton send correspondence to the Prime Minister encouraging the federal government to prioritize policies that encourage private sector investment in connectivity for rural and remote communities.

CARRIED

- iv. **Jaye Russell, Executive Director, Sea to Sky Community Services, dated September 11, 2020, requesting support for an application to BC Housing's Community Housing Fund.**

Moved/Seconded

THAT a letter of support be issued on behalf of the Village in support of Sea to Sky Community Services' application for funding to the BC Housing Community Housing Fund.

CARRIED

b) For Information

There were no correspondence items for information.

14. DECISION ON LATE BUSINESS

None

15. LATE BUSINESS

There was no late business for consideration.

16. NOTICE OF MOTION

There was no Notice of Motion.

17. QUESTION PERIOD

Dan Falloon, Pique Newsmagazine, inquired about the implications of the current grant application for the soccer fields on a new grant application for the Bike Skills Park.

18. IN CAMERA

Moved/Seconded

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

CARRIED

19. MOVE IN CAMERA

At 10:29 a.m. Council moved In Camera.

20. RISE FROM IN CAMERA

At 11:53 a.m. Council rose from In Camera without report and the Regular Meeting was recessed to accommodate a break and the Committee of the Whole meeting scheduled for 1:00 p.m.

21. RECONVENE REGULAR MEETING

At 2:18 p.m. the Regular Meeting was reconvened, and Council moved back In Camera.

22. RISE FROM IN CAMERA

At 2:22 p.m. Council rose without report.

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 2:22 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

**VILLAGE OF PEMBERTON
MAYOR'S TASK FORCE ON COVID-19 RESPONSE AND RECOVERY COMMITTEE
MEETING MINUTES**

Minutes of the Mayor's Task Force on COVID-19 Response and Recovery Committee of Council of the Village of Pemberton held on Tuesday, August 25, 2020 at 9:00 a.m. via ZOOM. This is Meeting No. 004.

MEMBERS IN ATTENDANCE*: Mayor Mike Richman (Chair)
Mark Mendonca
Meredith Kemp
Jaye Russell
Erin Johnson
Rodney Payne
Ryan Zant
Jacquie Lloyd Smith

ABSENT: Stuart McConnachie
Natalie Szewczyk

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Jill Brooksbank, Senior Community Partnership and
Communications Coordinator
Elysia Harvey, Legislative Assistant

GENERAL PUBLIC: 0

MEDIA: 0

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

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC

1. CALL TO ORDER

At 9:15 a.m. the meeting was called 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. ADOPTION OF MINUTES

a. Mayor's Task Force Meeting No. 003, Monday, July 27, 2020

Moved/Seconded

THAT the minutes of the Mayor's Task Force Meeting No. 003, Monday, July 27, 2020, be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

There was no business arising from the previous meeting.

5. CURRENT AND PRESSING ISSUES

Discussion took place regarding strategies for incorporating ThoughtExchange input into a workplan for the Task Force. Members took part in a roundtable discussion where the following topics were raised:

- Subcommittee meetings review
- Inclusive and flexible approach to considering other current and pressing issues as they may arise
- Collaboration & connectivity to others within the community
- Keeping item 5 – Current and Pressing Issues – as an ongoing agenda item and a mechanism for members to bring back smaller community discussions to the group
- Preparation of consolidated spreadsheet of ThoughtExchange survey results for easier analysis by the group to be completed by Village Staff
- Importance of advocacy as a tool
- New challenges with the oncoming cold weather
 - potential for grocery store curbside pickup
 - after school programs
- Opportunities to seek support and advocacy through UBCM Minister meetings
- COVID fatigue & burnout
- Canada Healthy Communities Initiative

6. ADVOCACY UNDERWAY BY THE VILLAGE & OTHER ORGANIZATIONS

Discussion took place around advocacy initiatives currently underway by the Village; these include requests for Minister Meetings at this year's UBCM Convention to discuss affordable housing, funding for Provincial Parks, and childcare needs in Pemberton. The Village is also reaching out to the Premier and Ministry of Transportation & Infrastructure to discuss transportation in the Valley.

The Pemberton & District Chamber of Commerce is currently focusing on advocacy for childcare and after school care opportunities, supporting small businesses, and transportation.

7. BIG IDEAS REVIEW

Social Wellbeing: Big Idea **Love Pemberton Support Hub**

- Identify and explore options for a safe, physical space as an in-person/phone-in volunteer ran resource center
- Create online information hub (www.lovepemberton.ca)

Economic Wellbeing: Big Idea

Love Pemberton Campaign: Amplify the Love Pemberton Campaign

- Support the local economy through “pride of place” and building on the LOVE PEMBERTON Campaign
- Encourage residents and visitors to buy local

8. NEXT STEPS

A suitable approach to moving forward was discussed in order to ensure efficient progression of ideas and productive subcommittee meetings. Suggested next steps were considered as follows:

- Clustering ThoughtExchange results into themes to ensure alignment with “big ideas”
- Evaluation of issues identified in ThoughtExchange themes by subcommittees to gain an understanding of resources and time required to address priority issues
- Planning meeting with large group
- Shareholder engagement
- Action

9. NEXT MEETING DATE

Task Force members discussed scheduling subcommittee and large group meetings for the beginning of September, as well as the possibility of an in-person meeting.

10. ADJOURNMENT

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

At 10:54 a.m. the meeting was adjourned.

Mike Richman
Chair

Date: Tuesday, October 6, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Jill Brooksbank, Sr. Community Partnerships & Communications Coordinator

Subject: Rural and Northern Communities Fund Application
Regional Multi-Modal Transportation Hub on Lot 13

PURPOSE

The purpose of this report is to seek support for a funding application to the Rural and Northern Communities Fund for the development of a Multi-modal Transportation Hub on Lot 13.

BACKGROUND

In January 2019, the Village of Pemberton applied to the Rural and Northern Communities Fund (RNC) for the establishment of a park'n'ride facility, to be developed on Lot 13, located between Signal Hill Elementary School and 1422 Portage Road. Unfortunately, in March 2020, Staff were advised that the application was not successful and subsequently followed up with the Ministry to seek feedback on the application. Although the project scored high, the program was oversubscribed and ultimately the project was not selected as a result. However, the Village was strongly encouraged to reapply with some suggested additions (see Discussion & Comments Section).

The Rural and Northern Communities funding decision takes into consideration multiple factors including alignment with program criteria, funding distribution, and program oversubscription. As such, a grant funding request representing less than 10% of the program funding has a higher possibility of success as it provides more communities access to funding. The Program Guide suggests that applicants should be guided by the project size from applications that were shortlisted in the previous RNC intake:

- An average grant request of \$2.07M; and
- One single largest grant of \$7.4M.

The Class C estimate for the Multi-Modal Transportation Hub on Lot 13 is \$1.6 million and is within the suggested funding parameters.

Supporting both our local and regional transit services, this facility will assist in the effort of reducing the number of single occupancy vehicles on the roadway, which in turn helps to reduce vehicle pollutants and traffic congestion. By improving transportation systems and networks and encouraging people to switch to less polluting transportation options, this funding will help our community reduce energy consumption and greenhouse gas (GHG) emissions and improve air quality which is in alignment with the Village's Official Community Plan priorities (<https://www.pemberton.ca/public/download/documents/36999>), recommendations within the

Sea to Sky Corridor Regional Transit Study found at the following link <https://www.bctransit.com/documents/1507213434052> (page 26), and the Village's Cycling Network Plan (<https://www.pemberton.ca/public/download/files/106441>). The Cycling Network Plan identifies the following goals:

Theme 3, End of Trip Facilities and Amenities:

Making cycling convenient focuses on integrating transit and cycling, as well as providing amenities such as bicycle parking and end-of-trip facilities. Investing in these areas will help to make cycling and other forms of active transportation a more practical option for day-to-day transportation needs.

Action 3.3: Investigate the Provision of Bicycle Parking at All Village Owned and Operated Facilities

Action 3.4: Consider the Establishment of Central Hubs for Cycling

In this regard, Staff is recommending reapplying to the Rural and Northern Communities Funding program for the establishment of a Multi-Modal Transportation Hub.

DISCUSSION & COMMENTS

During the application review with Ministry Staff, it was suggested to consider adding additional amenities to the scope of the project to encourage multi-modal transportation use, in an effort to score higher during the evaluation process. Specific recommendations included: renaming the project to be reflective of its multi-modal function, adding a small changeroom/washroom facility (for those who commute via bike/foot to the hub, to catch transit to Whistler and beyond), and adding covered bike storage.

The scope of the project will include:

- Parking for up to 50 cars;
- Covered bike storage & fixed bike tools;
- Small changeroom and washroom building;
- EV Fast Chargers;
- Irrigation;
- Lighting;
- Waste Receptacles;
- Drought resistant landscaping; and
- Site Signage.

It should be noted that the Multi-Modal Transportation Hub is part of the Lot 13 development concept plan, which also includes a community garden and outdoor learning area that can be utilized by community groups and the school. The Hub will serve the users of the Lot 13 community garden as well. See **Appendix A** for Site Concept.

The proposed facility will be located on Provincial Crown granted/leased property fronting Portage Road, a Provincial Highway, and will be a central location available to serve commuters on a daily basis year-round. The Multi-Modal Transportation Hub will be owned and maintained by the Village of Pemberton through the current local and regional transit service.

COMMUNICATIONS

This project does not require a communications element at this time. However, should the Village of Pemberton be successful in obtaining funding, we would be bound by the communications terms and conditions within the funding agreement.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Rural and Northern Communities Program covers 100% of eligible project costs for communities under 5,000. Therefore, a matching contribution is not required of the Village of Pemberton. However, once the facility has been completed, the Village will be responsible for maintenance and these costs will be incorporated into the transit budget.

INTERDEPARTMENTAL IMPACT & APPROVAL

Interdepartmental Approval by:	Tom Csima, Manager of Operations
Interdepartmental Approval by:	Lisa Pedrini, Manager of Development Services

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this initiative will enhance the local and regional service that the Village, Squamish-Lillooet Regional District and Lil'wat Nation jointly fund. Furthermore, this facility will serve all community members from by providing a safe, central and legitimized location to park in order to utilize the transit service.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council support an application to the Rural and Northern Development Infrastructure Program for the development of a Multi-Modal Transportation Hub for up to \$1.6 million dollars.

ATTACHMENTS:

Appendix A: Lot 13 Site Concept Plan

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

APPENDIX C



Date: October 6, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: David Ward, Assistant Manager of Operations and Projects
Subject: Village of Pemberton Water System Performance Assessment - 2020

PURPOSE

To present to Council the Village of Pemberton Water System Performance Assessment Report.

BACKGROUND

As a result of discussions about water quality and the existing Village water infrastructure, Operations Staff have prepared a comprehensive Water System Performance Report ("Report") summarizing and assessing the existing water system and its ability to provide sufficient potable water with respect to current and future demands. The Report also outlines recommendations and improvements to ensure the Village can provide quality water that meets all Guidelines for Canadian Drinking Water Quality (GCDWQ).

DISCUSSION & COMMENTS

The Water System Performance Report outlines the components of the current Village water system, including the supply source, treatment, reservoirs, distribution system and an overview of the relevant infrastructure. Population trends are analyzed, and historical and future water demands determined and assessed using population projections (including current developments). Water quality results are examined, and recommendations made for how the Village should proceed to meet the required standards for drinking water.

The Report concludes that:

- Village wells have a history of iron and manganese levels increasing over time.
- In 2019, the Government of Canada implemented a Maximum Allowable Concentration (MAC) for manganese in drinking water of 0.12 mg/L of which both Well 1 and 2 have exceeded.
- In 2018 Well 3 manganese levels began to increase and in 2020 has surpassed the aesthetic objective of 0.02 mg/L.
- If current trends continue, in 4-6 years the Village will require treatment targeting manganese in order to continue providing water that meets all government regulations.
- The Pemberton Creek Fan Aquifer that the Village wells withdraw water from has a sustainable pumping rate of 30 L/s. Average water use is currently at 21.3 L/s and is expected to hit 30 L/s in the next 10-15 years depending on development and population growth.
- Based on the limited available supply from the Pemberton Creek Fan Aquifer, the Village should begin investigating a secondary source to supplement the current source.

The following recommendations are made in the Report:

- Increase the frequency of water quality testing for iron, manganese, and iron bacteria for Wells 2 and 3 from annually to monthly to better track changes in water quality.
- Perform a redevelopment of Wells 2 and 3 to improve water quality and Well efficiency.
- Initiate a study for the treatment of iron and manganese in Wells 2 and 3 including estimated capital and Operational & Maintenance costs.
- Undertake a Water Source Feasibility Study to determine the most feasible option in developing a new source to replace/supplement the existing source.
- Investigate methods of reducing water consumption such as water conservation methods and leak detection and repair to bring down the Village's per capita water demands

COMMUNICATIONS

This is an internal document, therefore there are no implications on communications.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

This Report recommendations should be considered during future budgeting and financial planning, as the recommendations will have a major impact on possibly future projects.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The Report discusses Pemberton North Water System the impact on daily usage, as well as the Industrial Park which is supplied by Mount Currie. The Village of Pemberton water use is closely related to both the Squamish-Lillooet Regional District Area C, and Lil'wat Nation and therefore any future changes to the water system will have impacts on these neighbouring jurisdictions.

RECOMMENDATIONS

THAT Council receives the Village of Pemberton Water System Performance Assessment 2020.

Attachments:

Appendix A: Village of Pemberton Water System Performance Assessment - 2020

Submitted by:	David Ward , Assistant Manager of Operations
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

VILLAGE OF PEMBERTON WATER SYSTEM PERFORMANCE ASSESSMENT

Village of Pemberton

A review and inventory of the existing water system with emphasis on the performance of the source aquifer.

2020

Contents

1	Introduction	1
1.1	Background.....	1
1.2	Previous Studies.....	1
1.3	Report Objectives.....	1
2	Village Water System	2
2.1	Supply Source.....	2
2.2	Treatment.....	3
2.3	Reservoirs.....	3
2.4	Backup Power.....	5
2.5	Distribution System.....	5
2.5.1	Pressure Zones.....	5
2.5.2	The Ridge Booster Pump Station.....	6
2.5.3	Fire Protection.....	6
3	Village Population Trends	0
3.1	Historic Population.....	0
3.2	Future Population.....	0
4	Water Demands	2
4.1	Historical Demands.....	2
4.2	Future Demands.....	4
4.3	Per Capita Water Use.....	4
4.4	Current and Future Development and Impacts to Water Consumption.....	4
5	Pemberton Creek Fan Aquifer	6
5.1	Aquifer Description.....	6
5.2	Recharge Rate.....	6
5.3	Aquifer Levels.....	6
5.4	Water Quality.....	8
6	Conclusions	10
7	Recommendations	12
8	Closure	12

Figures

Figure 1 –Village Water System	1
Figure 2- Well locations	2
Figure 3- Existing storage capacity based on MMCD Design Guidelines	4
Figure 4- Village water system and pressure zones.....	6
Figure 5 - Village Population Trends	1
Figure 6- Daily water consumption from 2010 – 2020	3
Figure 7 - VoP Well water levels	7
Figure 8 - Iron levels in Village Wells	8
Figure 9 - Manganese Levels in Village Wells	9
Figure 10 - Manganese Levels in Village Wells	Error! Bookmark not defined.

Tables

Table 1 – Village Well Information.....	2
Table 2 - Reservoir Information	4
Table 3 - Village Water Demands.....	2
Table 4 - Projected future Village water demands	4
Table 5 - Current Developments and their estimated impacts on water consumption.....	5
Table 6 - Future developments in planning and their estimated impacts on water consumption.	5
Table 7 - Projected impacts to water when current and future developments are fully populated.	5

Design Criteria – Village of Pemberton Bylaw 677, 2011

Per Capita Demand	
Average daily domestic Flow	455 litres/capita/day
Maximum daily domestic flow	910 litres/capita/day
Peak hour domestic flow	1,820 litres/capita/day
Design Pressures	
Minimum pressure at peak demand	300 kPa (44 psi)
Maximum allowable pressure	850 kPa (123 psi)
Minimum pressure for Fire Flow plus max day demand	150a (22 psi)

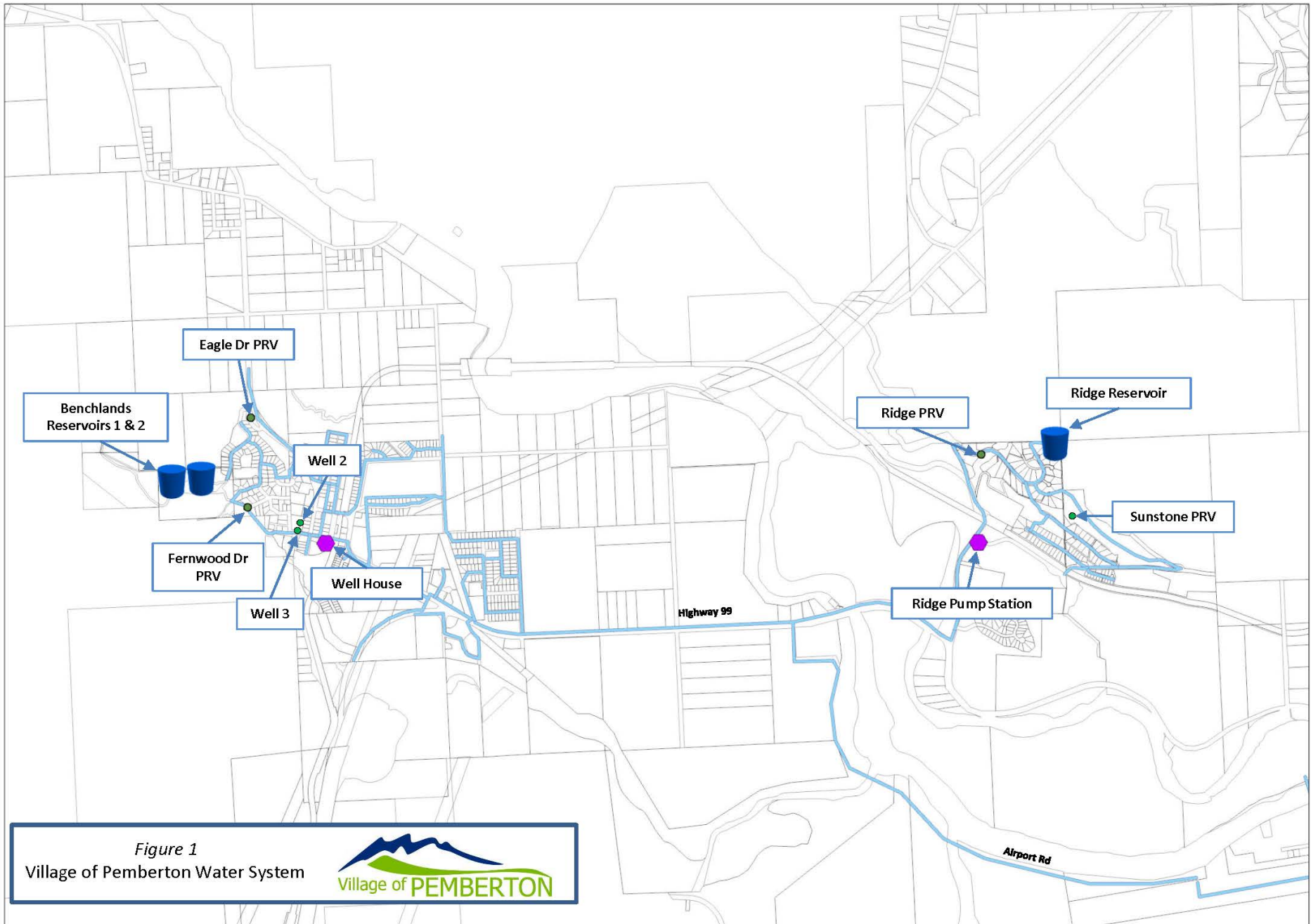


Figure 1
 Village of Pemberton Water System



1 Introduction

1.1 Background

The Village of Pemberton, under the authority of Vancouver Coastal Health, operates two water systems: the Village system, and the Industrial Park system and in addition supplies water to the Pemberton North Water System (**PNWS**) which is owned and maintained by the Squamish Lillooet Regional District. The main Village system withdraws water from the Pemberton Creek Fan Aquifer through two 300mm (12”) diameter wells which supply the current Village population of approximately 3,100 as well as the water demands of the **PNWS**. The Industrial Park system is separate from the Village system and is supplied with metered water from the neighboring Lil’wat Nation through a water use agreement. This report describes the results of a study to determine the performance of the Village water system with emphasis on the performance of the source aquifer.

1.2 Previous Studies

The following reports, studies and documents were reviewed in preparation of this report:

- Village of Pemberton Water Study, NovaTec, 1991
- Pemberton Water System Study, Binnie, 1998
- Village of Pemberton Water System Capacity Study, Associated Engineering, 2007
- Hydrogeological Assessment for Groundwater Protection Plan, Enterprise Geoscience Services Ltd., 2012
- Groundwater Recharge Assessment For Pemberton Creek Fan Aquifer, Enterprise Geoscience Services Ltd., 2015
- Alternate Water Source Assessment, ISL, 2017
- Guidance on Manganese in Drinking Water, BC Ministry of Health, 2019

1.3 Report Objectives

The main objectives of this report are:

1. Summarize and assess the existing water system and its ability to provide sufficient potable water to meet current and future demands.
2. Determine the improvements required to ensure the Village is able to maintain the ability to provide sufficient water that meets all Guidelines for Canadian Drinking Water Quality (**GCDWQ**).

2 Village Water System

2.1 Supply Source

The Village of Pemberton’s water source is comprised of 2 active wells that withdraw water from the Pemberton Creek Fan Aquifer; Well 2, located in Foughberg Park; and Well 3, located in Pioneer Park. Well 1, located in the well house, is currently isolated from the system and is included here for reference in regards to water quality which is discussed in Section 5.4 of this report. Table 1 summarizes the relevant information for each well.

Table 1 – Village Well Information

Well	Year of Construction	Diameter (mm)	Depth (m)	Rated Flow (L/s)	Notes
1	1992	200 (10")	29	28.8	Isolated from distribution due to declining yield and poor water quality.
2	1997	300 (12")	41.8	76	Current backup well.
3	2007	300 (12")	46	50	Current duty well.



Figure 2- Well locations

Well 1

Constructed in 1992, by 1997 Well 1's performance began to decline due to what is believed to be the colonization of naturally occurring iron bacteria in the well causing fouling and decreased flow. In 1997 and again in 2001 it was re-developed using high pressure water jet and acidization¹ which resulted in temporary minor improvements in productivity. It was utilized as a backup well until 2007 when it was isolated from the system due to excessive iron and manganese concentrations.

Well 2

Well 2 was constructed in 1997 to serve as a backup well and in short order became the duty well due to the declining performance of Well 1. It was utilized as the duty well until 2014 when iron and manganese levels began rising leading to aesthetic issues for operations staff who began using Well 3 as the duty well with its better water quality. It was redeveloped in 2014 in an attempt to restore performance with only a temporary improvement. In 2019 the Government of Canada implemented a Maximum Acceptable Concentration (**MAC**) of 0.12 mg/L for manganese which Well 2 has exceeded. It is currently the sole backup well and is periodically operated for maintenance purposes only.

Well 3

Well 3 was constructed in 2007 to replace Well 1 as the backup well and served as the backup until 2014 when Well 2's water quality began to decline. It is the current duty well and until 2020 provided water that met all **GCDWQ** targets. *In 2018 manganese levels began to increase and the most recent results from February 2020 show that manganese levels have now exceeded the **GCDWQ** Aesthetic Objective of 0.02 mg/L. Water quality will be discussed further in Section 5.4– Aquifer Water Quality.*

2.2 Treatment

Current water treatment consists of soda ash conditioning (since 2017) to increase the pH of the well water from approximately 6.5 to 7.0 in order to minimize corrosivity. The Village also chlorinates (since 2009) using sodium hypochlorite for both primary disinfection and to maintain a minimum free chlorine residual of 0.2 mg/L at the farthest ends of the distribution system.

2.3 Reservoirs

The distribution system includes 3 reservoirs totaling 4,551 m³ of water storage. Table 2 summarizes the relevant information for each reservoir.

¹ Technical Briefing #4 – Water Supply Assessment New Village Production Well, Golder Associates, 2007.

Table 2 - Reservoir Information

Reservoir	Year Constructed	Type	Capacity (m ³)	Top Water Level Elevation (m)
Benchlands Reservoir 1	2002	Circular Concrete Tank	1,640	290.5
Benchlands Reservoir 2	2014	Circular Steel Tank	1,490	290.5
Ridge Reservoir	2017	Circular Steel Tank	1,421	357.6

The total required storage volume is determined based on the following formula from the MMCD Design Guidelines referenced by VoP Bylaw 677, 2011:

Required Storage = A + B + C, where:

Village

A = Fire Storage ----- (2 hours at 150 L/s for Schools)

B = Equalization Storage = 25% of Maximum Day Demand ----- (MDD = 3,700 m³)

C = Emergency Storage = 25% of (A+B)

The required storage based on current water consumption rates is 2,506 m³ which leaves 2,045 m³ to accommodate future growth. Figure 3 summarizes the Village’s water storage.

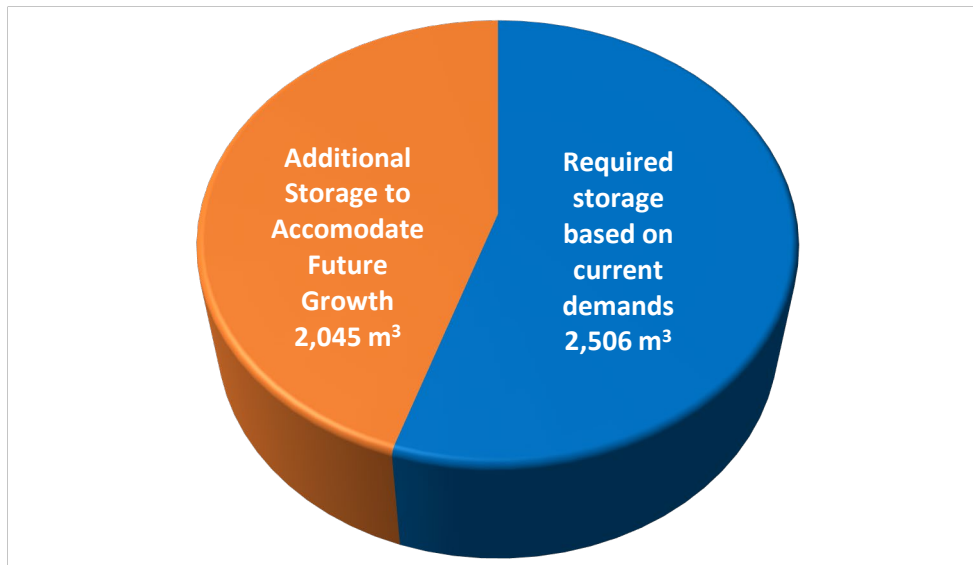


Figure 3- Existing storage capacity based on MMCD Design Guidelines

The amount of storage indicates ample capacity to accommodate future growth below the elevation of the existing reservoirs. Using the Village’s per capita demand design value of 910 L/c/d for MDD shows that current storage capacity can accommodate a total population of approximately 10,000.

2.4 Backup Power

The Village does not currently have a backup power generator for its wells. In the event of a power failure of significant time, the reservoirs will provide enough water to last between 1.5 to 3 days depending on seasonal water demands. A project has been identified in the Village of Pemberton five year financial plan to design and construct a back-up generator for the well house in 2021.

2.5 Distribution System

The distribution system is comprised mainly of PVC water piping with some sections of asbestos cement piping that are scheduled for replacement. All recently installed mains have been PVC with diameters ranging between 50mm and 300mm (2" to 12"). The distribution system extends from the Benchlands reservoirs eastwards to the Sunstone Development, southwards to the WWTP on Airport Road and northwards to the **PNWS**.

2.5.1 Pressure Zones

There is a total of four distinct pressure zones within the Village water system that are governed by the water levels in the reservoirs and the setpoints of the four Pressure Reducing Valve (**PRV**) stations. Operations staff have set the PRVs to reduce pressure such that the maximum pressure (coincident with the lowest elevation) in each pressure zone is 620 kPa (90 psi).

291 m Pressure Zone – The two Benchlands reservoirs share a top water level of 290.5 m which represents the Hydraulic Grade Line (HGL) of this pressure zone. It services a large portion of the Benchlands just below the reservoirs.

265 m Pressure Zone – This is the main pressure zone that encompasses the downtown core and extends east to Pemberton Farm Road East and includes the **PNWS**. It is fed from the 291 m Pressure Zone via two **PRVs**; one located on Fernwood Dr. and the other on Eagle Dr and which are both set to reduce the HGL to 265 m.

358 m Pressure Zone – The Ridge booster pump station boosts water from the 265 m Pressure Zone to the Ridge Reservoir which has a top water level of 357.6 m. This pressure zone services the Ridge Development exclusively.

265 m Sunstone Pressure Zone – The Sunstone Development is fed water from the 358 m Pressure Zone via a PRV set to reduce the HGL to 265 m. It is anticipated that this zone will merge with the Village 265 m Pressure Zone during future water main looping.

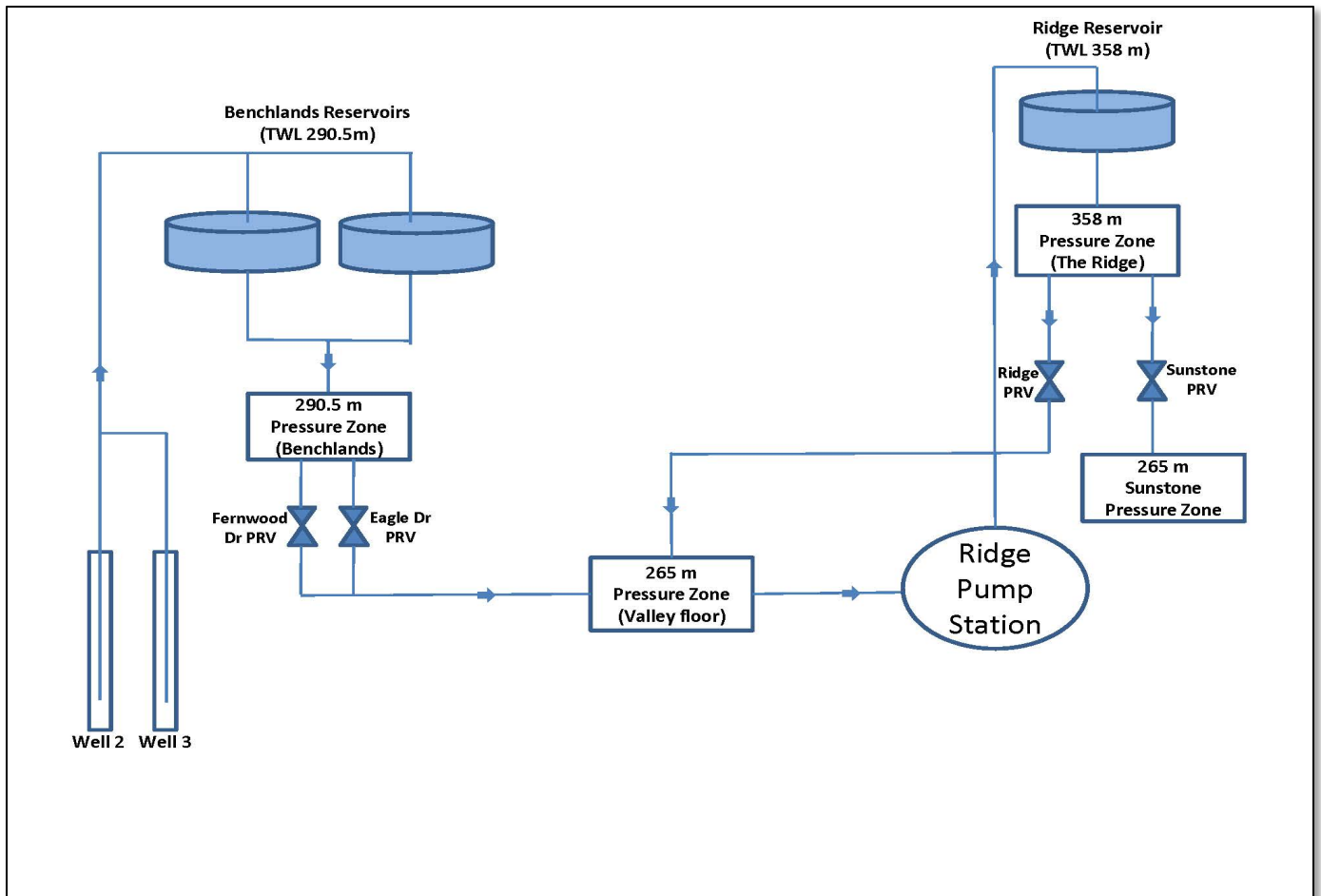


Figure 4- Village water system and pressure zones.

2.5.2 The Ridge Booster Pump Station

The Ridge booster pump station was constructed in 2017 to pump water up to the newly constructed Ridge Reservoir. The pump station also includes chlorine dosing equipment to boost chlorine levels, as this is the far end of the water system and experiences low chlorine residuals due to chlorine decay. The pump station is connected to the Ridge Reservoir via a dedicated water main.

2.5.3 Fire Protection

The Village owns and maintains a total of 95 fire hydrants spread throughout the community that provide fire flow for fire suppression activities. The Village’s reservoirs are designed to include sufficient capacity for fire protection of buildings as large as schools.

3 Village Population Trends

3.1 Historic Population

The Village has experienced considerable growth over the years increasing from an approximate population of 550 in 1991 to 2,574 in the most recent 2016 Census. The data indicates that from 1991 to 2006 the Village grew at a relatively steady rate averaging 100 people per year and has slowed in recent years to an average of 50 people per year from 2006 to 2016.

3.2 Future Population

On average between 1991 and 2016, the Village grew at a rate of 80 people per year and extrapolating this growth rate indicates the Village will likely have a population of approximately 4,750 in the year 2040. Using the equation of the best fit line shows the current estimated 2020 population to be 3,100 which will be used for the purposes of this report in the absence of any recent census data. Previous studies of the Village have had a tendency to overestimate future population using exponential growth models however over the previous 25 years the data appears to more closely follow a linear trend.

There are also a number of significant residential developments currently under construction or planned for construction in the next 5 - 10 years that will presumably increase the Village population. For the purposes of this report, it will be assumed that population will increase at a linear rate as historically observed, as shown in Figure 5, but the system capacity will be assessed based on build-out of current and future planned developments.

Village of Pemberton Population Trends - 1991 to 2040

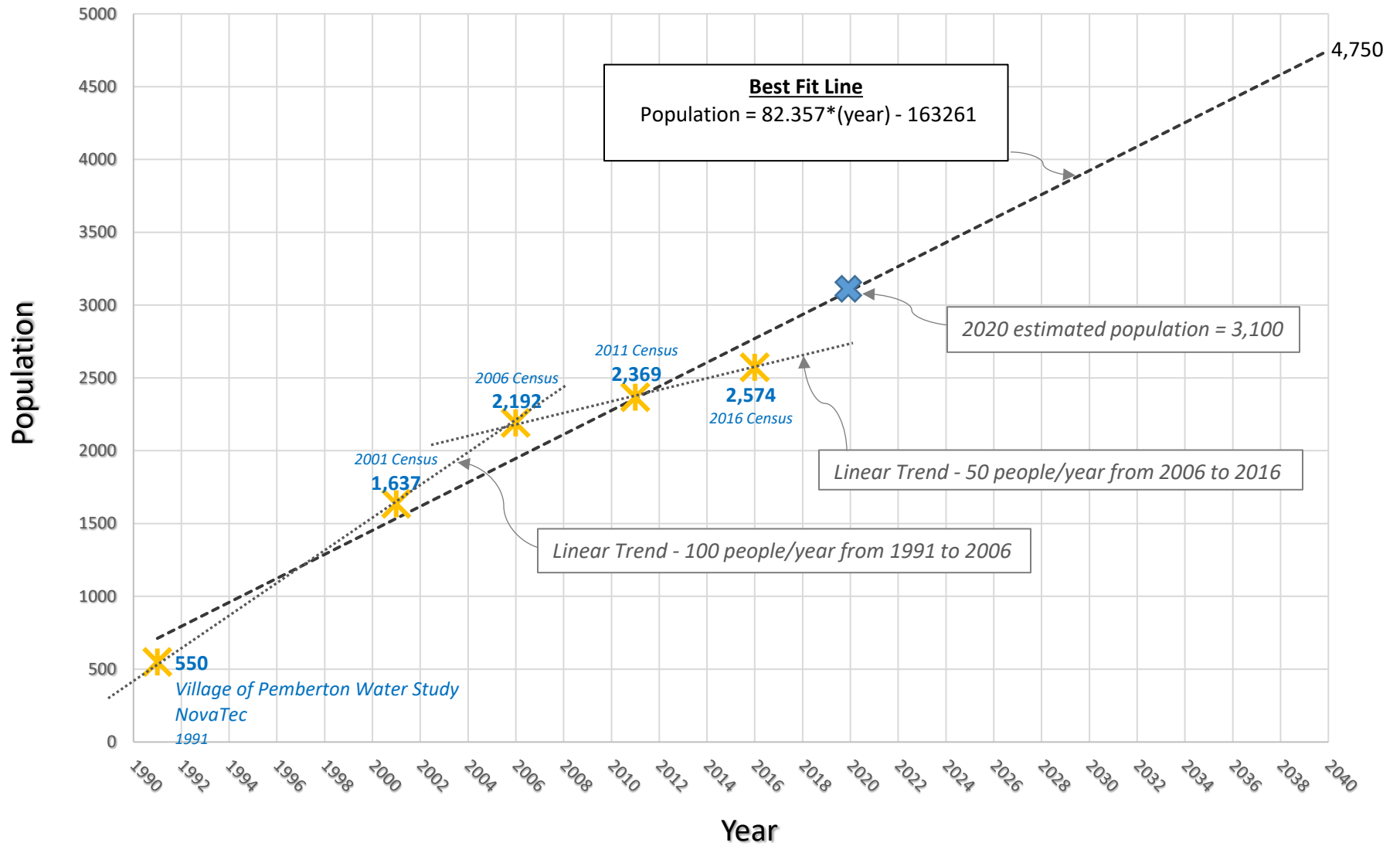


Figure 5 - Village Population Trends

4 Water Demands

4.1 Historical Demands

Figure 6 on the following page shows the daily water consumption of the Village water system from 2010 to 2020. The peaks represent consumption during the summer months and the troughs represent demand during the winter months. Water consumption increased steadily from 2010 until 2015 when a major leak was identified and repaired resulting in an immediate and substantial decrease in consumption. Records indicate the leak was responsible for a daily loss upwards of 500 m³ or 500,000 L.

From 2016 to 2020 water consumption has remained remarkably consistent and has declined to a small extent despite a growing population. This decline can be attributed to factors such as the repairing of leaks as well as the effectiveness of water conservation measures such as summer lawn watering restrictions and increased use of water efficient appliances. It is anticipated that with increasing population, water consumption rates will again show an increasing trend in future years.

Due to the significant water leak that was repaired in 2015 impacting previous data, only data from 2016 onward was used in determining the average and maximum day consumption rates for the Village water system. Note that these values include the demands of the **PNWS**. Table 3 summarizes the Average Day and Maximum Day demands for the years 2016-2019.

Table 3 - Village Water Demands

Year	Average day demand (m ³ /day)	Max day demand (m ³ /day)	Peaking Factor
2016	1,847	3,696	2.0
2017	1,880	3,579	1.9
2018	1,799	3,570	2.0
2019	1,838	3,527	1.9

The maximum day demand from 2016-2019 was 3,696 m³ on July 28, 2016. For the calculations found in this report, the rounded value of 3,700 m³/day (42.8 L/s) will be used as the present-day Max Day Demand (**MDD**) and the 2017 average of 1,880 m³/day (21.9 L/s) will be used for the Average Day Demand (**ADD**). The estimated sustainable aquifer withdrawal rate (2,600 m³/day or 30 L/s) shown in Figure 6 is discussed in more detail in Section 5.2 – Aquifer Recharge Rate and is shown here to illustrate current demands with respect to aquifer capacity.

Village of Pemberton Daily Water Consumption 2010-2019

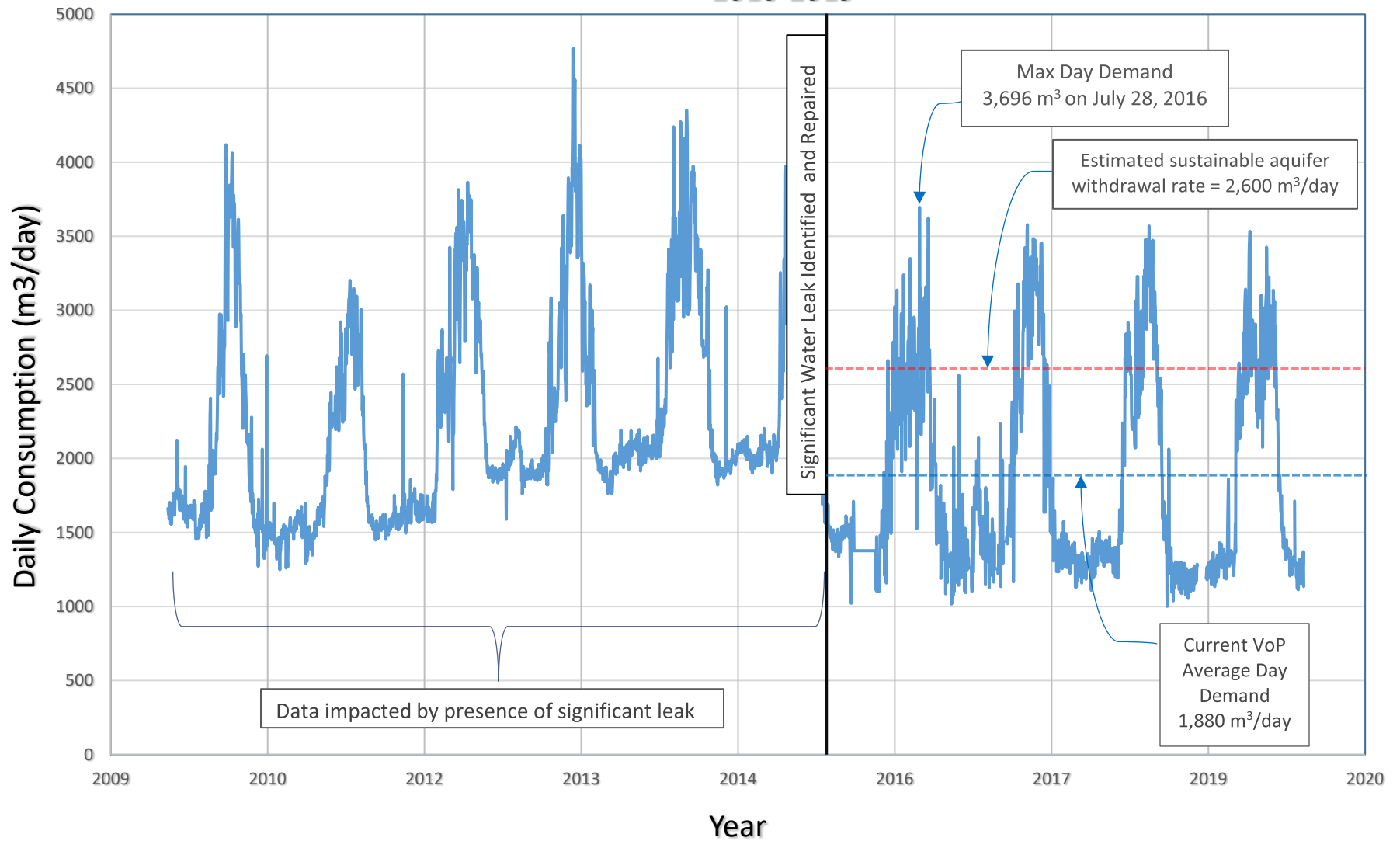


Figure 6- Daily water consumption from 2010 – 2020

4.2 Future Demands

Using the estimated population growth rate in Figure 5, along with Village design criteria for per capita water use, Table 4 shows projected Village populations along with the corresponding estimated future water use.

Table 4 - Projected future Village water demands

Year	Estimated Village population	Estimated ADD (m ³ /day)	Estimated MDD (m ³ /day)
2020	3,100	1,880	3,700
2025	3,510	2,067	4,073
2030	3,925	2,255	4,451
2035	4,335	2,442	4,824
2040	4,750	2,631	5,202

4.3 Per Capita Water Use

Total per capita water use, which includes residential, industrial, commercial, and other uses of water provided by the Village averaged 611 L/capita/day¹ in 2016, the last year with census data. This is above the Canadian average of 427 L/capita/day² indicating the potential for reducing consumption through increased water conservation efforts and or leak detection and repair.

4.4 Current and Future Development and Impacts to Water Consumption

The Village currently has several developments that are either under construction or have been completed within the previous 2 years and have not yet been substantially populated. Once populated these developments will add to the demands on the water system. Using Village Design Criteria, Table 5 summarizes the developments including their potential impacts on water consumption and assuming the average unit or lot will contribute 2.7 to the Village population as found in the 2016 census.

¹ 2016 PNWS demands deducted from Village demands.

² <https://www150.statcan.gc.ca/n1/daily-quotidien/190611/dq190611b-eng.htm>

Table 5 - Current Developments and their estimated impacts on water consumption.

Development	Population Estimate	ADD (m ³ /day)	MDD (m ³ /day)
The Ridge - Phase 1	119	54	108
Sunstone - Phase 1	105	48	96
Sunstone - Phase 2	108	49	98
Sunstone - Townhomes	146	66	133
Tiyata - Phase 1	51	23	47
Tiyata - Phase 2	35	16	32
Orion	122	55	111
Totals	686	312	624

There are also several developments currently in the planning phase and are expected to be constructed within the next 5 – 15 years. The anticipated impacts are summarized in Table 6.

Table 6 - Future developments in planning and their estimated impacts on water consumption.

Development	Population Estimate	ADD (m ³ /day)	MDD (m ³ /day)
The Ridge - Phase 2	65	29	59
Tiyata - Phase 3	57	26	52
Tiyata - Phase 4	32	15	29
Crestline	97	44	88
Wye Lands	216	98	197
Coombs	81	37	74
Benchlands	1215	553	1106
Totals	1763	802	1604

Table 7 below summarizes the impacts to water demands when both current and future developments are fully populated. The current demands and system capacity are included for comparison/reference. The system capacity is governed by the **ADD** which is an annual average while the **MDD** is a one day demand and does not impact system capacity.

Table 7 - Projected impacts to water demands when current and future developments are fully populated.

Scenario	ADD (L/s)	MDD (L/s)
Current 2020 Demands	21.9	42.8
Demands when current developments are fully populated.	25.3	50
Demands when future planned developments are fully populated.	34.6	68.6
System Capacity	30	n/a

5 Pemberton Creek Fan Aquifer

5.1 Aquifer Description

Pemberton Creek begins flowing at the base of the Ipsoot Glacier approximately 10 km west of the Village. It flows down the steep mountainous watershed before flowing out onto the Pemberton Creek alluvial fan that encompasses most of the Village's downtown core. The alluvial fan consists of cobbles, gravel, sand, and silt that have been deposited over millennia by the creek due its flattening gradient as it flows down onto the valley floor. Alluvial fan deposits vary widely over the area due to flooding events as well as changes in the creek path over the depositional history. The saturated alluvial fan deposits are what form the Pemberton Creek Fan Aquifer. The aquifer is unconfined and is considered highly susceptible to contamination by surface sources.

Several test wells have been drilled in the aquifer over the years with yields varying between 2 - 79 L/s confirming the highly variable stratigraphy of the underlying sediments. Towards the western edge of the aquifer (near the fire hall) test wells revealed cemented sand and gravel at depth which produced low yields insufficient for conversion into a municipal production well. Towards the eastern edge of the aquifer (near the railway) test wells indicate finer sands at depth contributing to low yield potential. The central portion of the aquifer where all production wells (1, 2 and 3) are located consists mainly of sand and gravel at depth, producing wells that are able to meet the demands of the Village water system.

5.2 Recharge Rate

The Pemberton Creek Fan Aquifer is primarily (~99%) recharged via leakage from Pemberton Creek with a minor contribution (~1%) from surface water sources such as snowmelt and rainfall infiltration. The 2015 report, Village of Pemberton Groundwater Recharge Assessment for Pemberton Creek Fan Aquifer by Enterprise Geoscience Services Ltd, estimated that the recharge rate of the aquifer at approximately 30 L/s. This was deduced from the observation that average water levels in Wells 2 and 3 were declining in 2014/2015 when the ADD was 30 L/s. A 2017 ISL report, Alternate Water Source Assessment, also suggested the aquifer yield to be 30 L/s based on pumping and well level records.

5.3 Aquifer Levels

Figure 7 shows the static water level for Wells 2 and 3 since 2018, when this data began being consistently collected. As expected, the summer months show a decrease in the water level of the aquifer as summer water usage exceeds the estimated 30 L/s recharge rate of the aquifer. As water usage drops below 30 L/s in the winter months the aquifer is able to recharge.

Village of Pemberton Well Levels 2018-2020

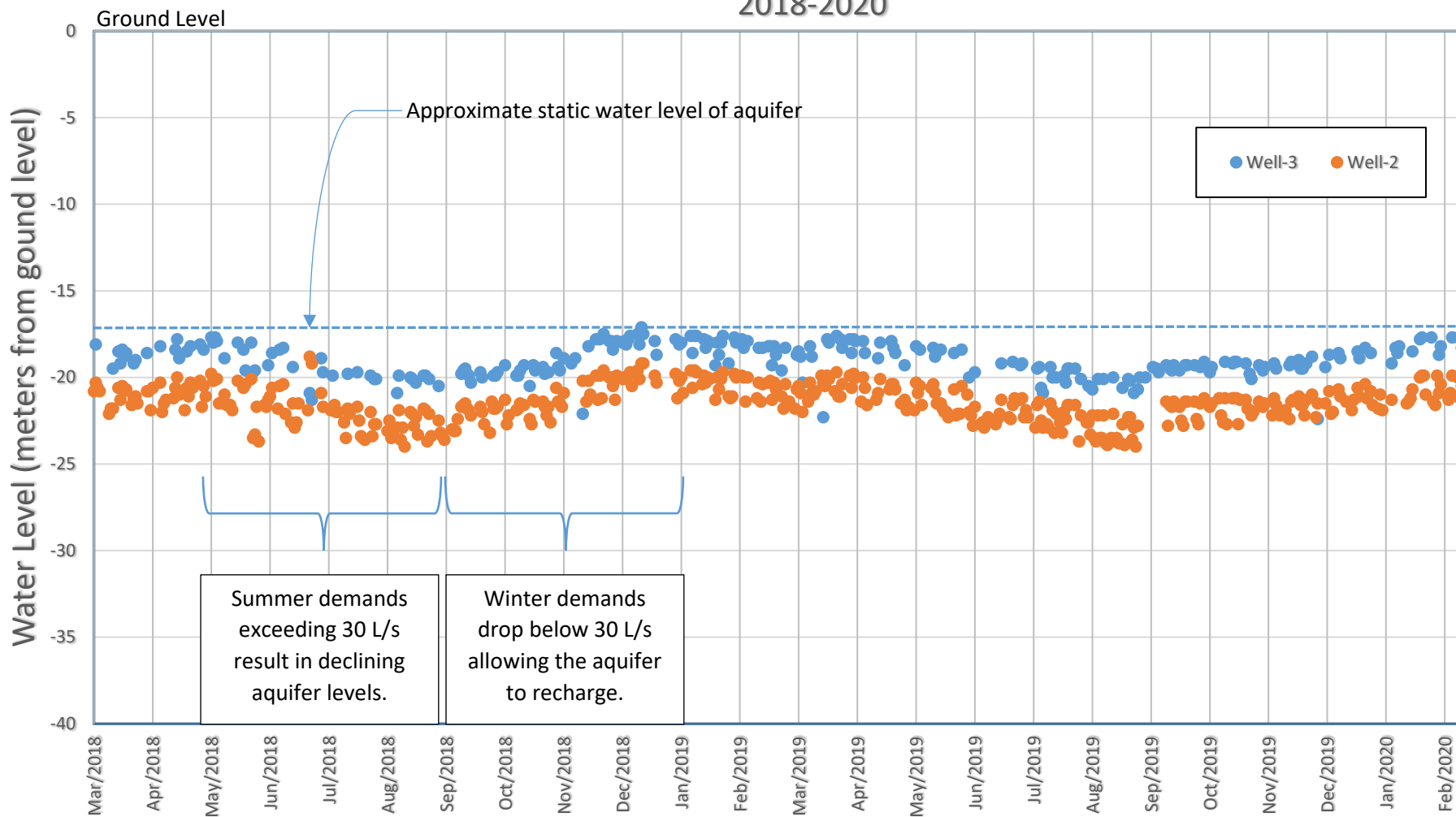


Figure 7 - VoP Well water levels

5.4 Water Quality

The Pemberton Creek Fan Aquifer produces water that is slightly acidic, is low in total dissolved solids and has shown elevated levels of iron and manganese. The presence of iron and manganese is common in groundwater wells in British Columbia and Health Canada has implemented an Aesthetic Objective (**AO**) for both iron and manganese in drinking water as both lead to staining of fixtures and appliances at higher concentrations. Manganese also has a Maximum Acceptable Concentration (**MAC**) that was implemented in 2019 due to health concerns at elevated levels which is discussed further in Section 6 – Conclusions.

Iron

Iron levels for Wells 2 and 3 clearly show the elevated levels present in Well 2 as compared to Well 3. Well 2 appears to have had negligible levels before suddenly and sharply increasing in 2011, exceeding the **AO**. Well 2 was redeveloped in 2014 resulting in a drop in iron levels that lasted two years before again surging to exceed the **AO** in 2016. The most recent results in 2020 show that iron levels have decreased back below the **AO** despite not having been redeveloped or having any additional maintenance performed that can explain the decrease. Well 1, not shown on the graph due to scale, had a test result of 16.7 mg/L in 2013, the last time it was tested.

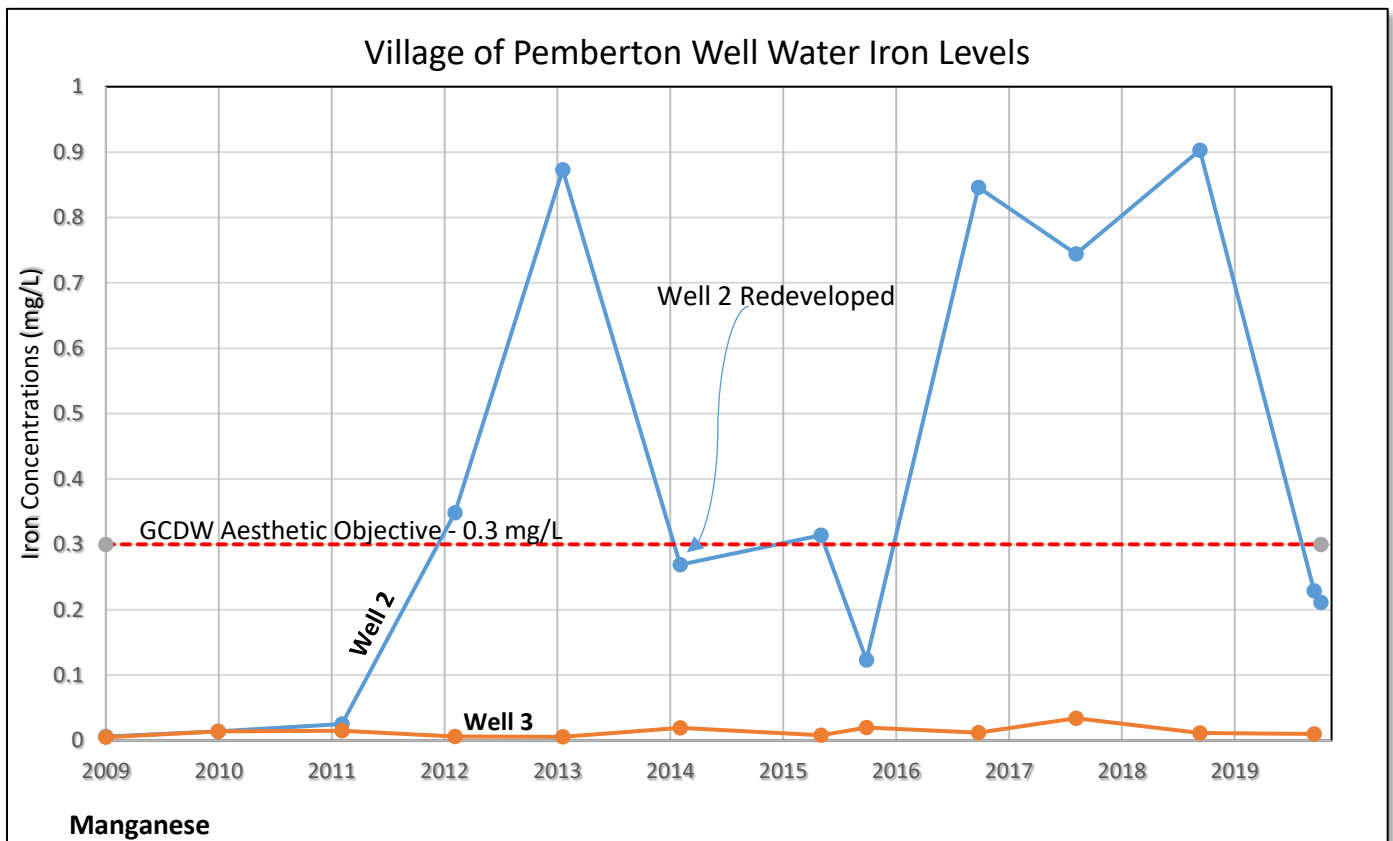


Figure 8 - Iron levels in Village Wells

Manganese trends closely resemble iron trends for both Wells 1 and 2 with one key exception, manganese tends to appear before iron within the same well. Well 2 showed negligible manganese levels until starting to increase in 2010; two years before iron began increasing in the same well. Since 2010, manganese levels in Well 2 have not dropped below the **AO** of 0.02 mg/L and operations staff have observed the need for increased flushing when Well 2 is in use. Well 2 has also exceeded the recently introduced **MAC** at various times over the past several years before the **MAC** was introduced. As with iron levels, the most recent manganese results for Well 2 also show a decreasing trend and at present the level is below the **MAC** but above the **AO**. Well 3 manganese levels have historically been negligible, but in 2017 began to increase and in 2020 exceeded the **AO** for manganese. Considering that both Wells 1 and 2 showed similar trends of having good water quality to start with before rising iron and manganese levels exceeded **AO** and **MAC** limits, it is concerning to see the start of that trend with Well 3, the Villages main well. Well 1 was last tested in 2015 and had levels of manganese close to three times the **MAC**.

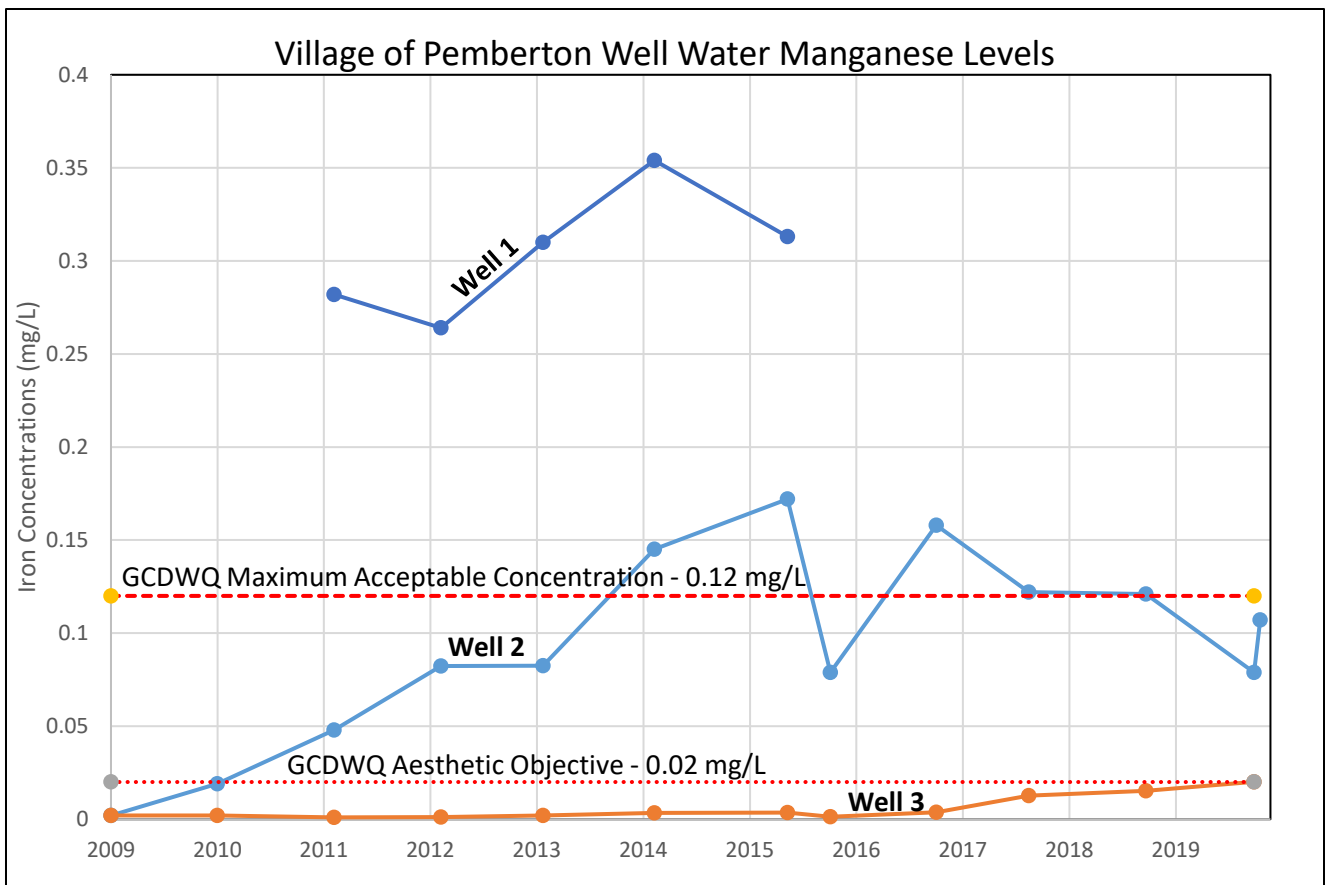


Figure 9 - Manganese Levels in Village Wells

6 Conclusions

The water supply for the Village of Pemberton is showing concerning trends with regards to increasing manganese concentrations in its well water. Historical records of the wells indicate that manganese and iron levels have tended to appear in increasing concentrations 5-10 years after well construction. This trend has been observed for Wells 1 and 2 and is now starting to show the same early signs in Well 3, the main Village well. The central concern is the level of manganese which in Wells 1 and 2 has risen above the Maximum Acceptable Concentration set out by Health Canada. Well 3 has recently exceeded the Aesthetic Objective for manganese and if it continues the same trend, in the next 4-6 years it may exceed the **MAC** requiring the Village to implement additional treatment targeting manganese to maintain the ability to provide water that meets all **GCDWQ** guidelines.

In 2019 the BC Ministry of Health issued the document “Guidance on Manganese in Drinking Water” in conjunction with the implementation of the new **MAC** for manganese. It summarized the health impacts associated with high levels of manganese and that “*measurable neurological impacts may be possible when infants and children are chronically exposed to manganese concentrations greater than the MAC.*” It also stated that “*Ongoing elevated trends in manganese concentration may indicate a change in source water or watershed conditions and could be associated with changes to water chemistry or the presence of co-contaminants and warrant significant consideration.*” It is beyond the scope of this report to determine the cause of the increasing manganese levels other than to observe that it appears to be a change in source water quality over time that warrants further investigation.

Current testing of water quality including metals such as iron and manganese occurs on an annual basis for Wells 2 and 3 as required by Vancouver Coastal Health. Increasing testing to monthly will provide greater detail on the manganese and iron trends moving forward and will allow early detection of manganese levels approaching the **MAC**. Increasing testing frequency will also provide vital data that will aid in the design of any future treatment solutions. Iron bacteria is another parameter worth tracking in order to observe how their numbers fluctuate with changing iron and manganese levels.

Due to Well 2 exceeding the recently established MAC for manganese the Village decided to attempt to develop a new backup well to replace it in early 2020. Two test wells were drilled in early spring of 2020, one in Pioneer Park and the other in Foughberg Park. The Pioneer Park test well’s drilling record showed fine sands at depth indicating low yield potential that would not be adequate for development into a full production well. The Foughberg Park test well showed suitable yield potential but also showed similar water quality concerns as Well 2, the well it would be replacing. These latest results

indicate that the Village would be best served by implementing treatment of the existing wells rather than searching and attempting to develop another well in the small highly developed central portion of the aquifer.

The sustainable use of the Pemberton Creek Fan Aquifer also requires average annual water consumption to remain below 30 L/s. The current average consumption is 21.3 L/s and using Village design criteria, a population increase of 1,555 people will bring the ADD to 30 L/s which based on population projections will occur around the year 2040. From a development viewpoint, developments under construction and those completed within the last couple years will add to the demands of the system as they are populated. Current system capacity can accommodate these developments when fully populated. Developments that are currently in the planning phase for construction within the next 5-15 years will further add to the demands of the system must take into account how close the current system is to capacity with regards to the sustainable use of the aquifer. Although there is ample reservoir capacity, the supply source will soon be under strain and require either a new or supplemental source for future developments. There are a number of options for developing a new source that warrant further investigation as outlined in ISL's 2017 report "Alternate Water Source Assessment".

To maximize the time that the Pemberton Creek Fan Aquifer can be utilized as the sole source for the Village, water conservation efforts must be implemented in order to bring the Village's per capita water consumption down. By lowering consumption through water conservation efforts in combination with leak detection and repair, the Village can buy itself significant time before needing to develop a new source. Developing a new source is a considerable undertaking that must take into account not only water quality and quantity, but also location and ease of incorporating into the existing distribution system, which if not ideal, can dramatically increase capital costs.

The Village of Pemberton is significantly invested in its current source and to ensure its ongoing viability, options for both the treatment of manganese, and the reduction of overall consumption must be investigated. Implementing these measures will help ensure the Village is able to provide water that meets all **GCDWQ** targets while extending the time before a new source must be developed to either supplement or replace the existing source.

7 Recommendations

Considering the conclusions reached above, the following recommendations are put forth for the Village to consider with regards to the water supply system:

1. Increase the frequency of water quality testing for iron, manganese and iron bacteria for Wells 2 and 3 from annually to monthly to more closely monitor changes in WQ
2. Perform redevelopments of Wells 2 and 3 to potentially improve water quality and Well efficiency in the short term.
3. Initiate a study for the treatment of iron and manganese in Wells 2 and 3 comparing various treatment options along with their estimated capital and O&M costs.
4. Undertake a Water Source Feasibility Study to determine the most feasible option in developing a new source to replace/supplement the existing source. The study should focus on both groundwater and surface water sources and include Class D capital and operating cost estimates.
5. Investigate methods of reducing water consumption such as water conservation methods and leak detection and repair to bring down the Village's per capita water demands
6. Initiate the design and installation of a backup generator for Wells 2 and 3 to ensure the Village is able to provide water in emergency situations involving loss of power.

8 Closure

I trust this information is sufficient for meeting the Objectives of this report. If you have any questions, please do not hesitate to contact the undersigned.

Respectfully submitted,

David Ward, P.Eng.

Village of Pemberton, Assistant Manager Operations

Date: October 6, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Elysia Harvey, Legislative Assistant

Subject: Council Procedure Amendment (Order of Proceedings) Bylaw No. 888, 2020.

PURPOSE

The purpose of this report is to introduce Council Procedure Amendment (Order of Proceedings) Bylaw No. 888, 2020 for First, Second and Third Readings (**Appendix A**).

BACKGROUND

On June 17, 2020, the Province issued Ministerial Order No. 192, which called upon local government to make its ‘best efforts’ to meet the legislative requirements to hold open meetings that enable the public to participate in person. To accompany the Ministerial Order the Province provided Ministerial Guidelines (**Appendix B**) with respect to how this could be accomplished along with recommendations on other actions a local government could take to ensure openness, accountability, accessibility and transparency.

At the Regular Council Meeting No. 1518, held June 30, 2020, Council passed a resolution to continue to hold open meetings by electronic means as Council Chambers is too small to safely accommodate in person meetings and still maintain the COVID-19 distancing protocols established by the Public Health Officer.

Council further considered the recommendation provided in the Ministerial Guidelines with respect to adjusting the order of proceedings when meetings are to be held via electronic means. The adjustment would bring forward items that may be of greater public interest (ie: staff reports, bylaw presentations and readings) for consideration earlier in the agenda. In this regard, the following resolution was passed:

Moved/Seconded

THAT the agenda Order of Proceedings and Business be amended by moving consideration of bylaw readings to follow staff reports for the July Regular Council meetings;

AND THAT Staff be directed to prepare a Council Procedure Bylaw Amendment respecting this change

CARRIED

As per the resolution above, in preparing the meeting agenda, Staff has adjusted the Order of Proceedings to accommodate the proposed change. The next step is to bring forward a Council Procedure Bylaw Amendment to confirm this order adjustment.

Staff took advantage of this amendment opportunity to include some other minor changes as outlined below.

DISCUSSION & COMMENTS

In particular, the proposed Bylaw amendment applies to Section 18 *Order of Proceedings and Business* and would adjust the order of proceedings by moving consideration of Bylaw Readings forward in the agenda to follow Staff Reports.

An amendment to Section 10 is also proposed by deleting subsection h), which was an amendment made in response to the Public Health Orders issued in March 2020 related to social distancing, and replacing it to clarify that members of Council, committees, and commissions are all considered to be deemed present at a meeting when attending electronically

Finally, several other minor housekeeping amendments to the Bylaw have been incorporated to correct numbering inconsistencies.

COMMUNICATIONS

As per section 123 (3) of the *Community Charter*, notice of the proposed amendment was posted in the Pique Newsmagazine on Thursday, September 24, 2020 and Thursday, October 1, 2020. **(Appendix D)**

Notice was also posted at the Village of Pemberton Notice Boards at the Village Office and Post Office, on the Village Facebook Page, and in the eNEWS on Friday, October 2, 2020.

LEGAL CONSIDERATIONS

The amendment to Section 18 follows a recommendation by Ministerial Guidelines for best practices when holding meetings electronically.

Legal review was sought for the amendment to Section 10 to ensure clarity for participation in electronic meetings.

The updated section number references are considered minor housekeeping amendments and as such legal review was not required for these.

IMPACT ON BUDGET & STAFFING

The Bylaw amendment was prepared in-house and this initiative has been accommodated as part of the day to day activities of the Corporate & Legislative Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This bylaw amendment has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Order of Proceedings) Bylaw No. 888, 2020, receive First, Second and Third Readings.

ATTACHMENTS:

Appendix A: Council Procedure Amendment (Order of Proceedings) Bylaw No. 888, 2020

Appendix B: Provincial Guidelines for Ministerial Order 192

Appendix C: Council Procedure Bylaw No. 788, 2015 – March 2020 consolidated version

Appendix D: Notice to Residents

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

VILLAGE OF PEMBERTON
COUNCIL PROCEDURES AMENDMENT
BYLAW No. 888, 2020

Being a bylaw to amend the Village of Pemberton Council Procedure Bylaw No. 788, 2015

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, hereby enacts as follows:

1. This bylaw may be cited for all purposes as Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Order of Proceedings) Bylaw No. 888, 2020.
2. Village of Pemberton Council Procedure Bylaw No. 788, 2015, be amended as follows:

That **Section 6** subsection (b)(iii) be amended by changing the section reference from Section 31 to 32;

That **Section 10** be amended by deleting subsection (h) and replacing it as follows:

(h) Despite (b) and (c) above, in the event of a health, environmental or safety emergency, where it is not possible to have a quorum or the Mayor or Acting Mayor physically present for a meeting, all or any portion of the members may participate in a Council, committee, commission or special meeting by means of electronic or other communication facilities, **and are deemed to be present at the meeting**, so long as they comply with the remaining requirements of this Section.

That **Section 13** be amended as follows:

subsection (d) be amended by changing the section reference from 12(e) to 13(e)

subsection (e) be amended by changing the section reference from 12(d) to 13(d)

That **Section 18** be amended by deleting subsection (a) and replacing it as follows:

a) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

- i) Call to Order
- ii) Approval of Agenda
- iii) Rise with Report from In Camera (Closed) [*If applicable*]
- iv) Adoption of Minutes
- v) Business Arising from the Minutes
 - (1) Regular Meeting
 - (2) Committee of the Whole
- vi) Committee Minutes – for Information
- vii) Delegations – requests to address Council
- viii) Staff Reports
- ix) Bylaws
 - (1) First and second Reading
 - (2) First, Second and Third Reading
 - (3) Third Reading
 - (4) Adoption
- x) Mayor's Report
- xi) Councillor Reports
- xii) Correspondence
 - (1) For action
 - (2) For information
- xiii) Decision on Late Business
- xiv) Late Business
- xv) Notice of Motion
- xvi) Question Period
- xvii) Adjournment

That **Section 22** subsection a) iii) and iv) be amended by changing the section reference from 21 to 22.

That **Section 26** subsection c) be amended by changing the section reference from 25 (b) (iii) to (vii) to read 26 (b) (iii) to (vii).

That **Section 31** subsection h) be amended by changing the section reference from 30 a) to 31 a).

NOTICE OF INTENTION TO AMEND Council Procedures Bylaw No. 788, 2015
PUBLISHED IN THE Pique Newsmagazine _____, 2020, and _____, 2020.

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

READ A SECOND TIME this _____ day of _____ 2020.

READ A THIRD TIME this _____ day of _____ 2020.

RECONSIDERED AND FINALLY ADOPTED this _____ day of _____ 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

First, Second, Third Readings

APPENDIX B



Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order 192

Introduction

This document provides guidance to local governments on open meetings, electronic meetings and the timing requirements for bylaw passage as outlined in Ministerial Order 192 (replaces M139).

http://www.bclaws.ca/civix/document/id/mo/mo/2020_m192

Order 192 repeals and replaces M139, moves local governments towards normal operations as they move through the restart process. The guidance below provides practical advice to local governments while operating under Order M192 and measures that support recommendations of the Provincial Public Health Officer (PHO) and the principles of local government openness, accountability, accessibility and transparency.

This document focuses on the primary changes set out in Order M192. However, all other previous provisions under M139 such as conducting public hearings electronically, allowing for Council, Boards and the Islands Trust Body to meet electronically and deferring improvement district annual general meetings, remain in effect under Order M192. Other rules such as those provided for in legislation or local government procedure bylaws such as: notice requirements; voting rules; and, minutes also continue to apply.

Order M192 continues to provide local governments flexibility in their meeting procedures while moving towards increased public presence at local government meetings where appropriate, for both “in person” and electronic meetings. Order M192 also transitions local governments to more standard rules in relation to bylaw adoption, limiting the previous Order’s broad authority to read and adopt a bylaw on the same day it has been given to third reading to now only apply to the types of bylaws specified in Order M192.

Guidance for Ministerial Order 192

As local governments transition back towards more normal operations as part of [BC’s Restart Plan](#) -- including holding meetings with the public in attendance -- new or amended policies and procedures are needed to support elected officials, local government staff and the public.

Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

Local governments that are unable to meet the PHO recommendations and requirements and hold open meetings where the public can attend in person are now required to adopt a resolution to provide a

rationale for the continued need to meet without the public present. They must also describe what local measures are being taken to meet the principles of openness, transparency and accessibility. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Provide information to the local government staff, elected officials and the public on how the local government is meeting the PHO requirements and recommendations at open meetings:
 - how many members of the public can safely be accommodated at the meeting location while meeting physical distancing guidelines;
 - whether another meeting location has been considered to provide better space for public attendance (and what, if any, are the limitations of that space); and,
 - how public attendance at meetings will be managed if there is limited space; (e.g. restricting numbers of attendees; ensuring no crowds at entranceways).
- Offer alternative means by which the public can provide input on agenda topics before or during a meeting to increase accessibility (e.g. via email, online submission form, phone or written letter);
- If in-person presence will not be physically possible in the meeting room, consider technology for enabling the public to be present by electronic means (e.g. livestream proceedings in a space made available in other facilities where people can watch and hear the open meeting);
- Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;
- Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and,
- Document and be able to provide information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

For more information on legislative open meeting requirements please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/rules>

Electronic Meetings

Order M192 requires that local governments undertake best efforts to provide facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically or council members are attending by means of electronic communication.

If after best efforts, local governments are unable to provide the facilities where the public can hear, or watch and hear a meeting held electronically, they must provide, by resolution, the reasons for not providing facilities that allow the public to hear, or watch and hear, the meeting. The resolution must also describe the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness. This means making best efforts to follow existing procedures and to allow members of the public to be heard;
- Explore alternative facilities that provide the means for the public to hear, or watch and hear, the electronic meeting (e.g. a larger venue or a venue that provides technology for the public to hear, or watch and hear the meeting);
- Explore available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website, or provide a telephone at the facility for the public to hear the meeting); and,
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live-streaming.

For more information on electronic meetings please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/electronic>

Timing Requirements for Bylaw Passage

Order M192 repeals the authority for the expedited passage of bylaws under M139 which authorized bylaw adoption in the same day as third reading for regional districts and the Islands Trust and narrows the eligibility for the expedited single-day bylaw adoption of certain financial bylaws by municipalities. This recognizes that the number and scope of very time-sensitive emergency-focused decisions needed diminish as local governments move into transition and restart, while providing targeted flexibility for certain municipal financial bylaws.

Allowing for at least a single day between third reading and adoption creates an opportunity for both reflective critical thought and other necessary actions, such as conditions, approvals, and further public input. Providing this time contributes to the principles of good governance, fairness and public process. However, it is critical that that the Province continue to provide municipalities with the tools to quickly and effectively manage their cash flow issues. Many municipal financial bylaws also often have an annual requirement, meaning that they must occur within a specific timeframe, and if not adopted when necessary, could carry significant financial risk for a community.

The following bylaws regarded as important to the financial health and operation of have been authorized for expediated process where adoption can occur on the same day as third reading. These bylaws do not require approval, electoral consent or electoral assent. Bylaw making powers under the *Community Charter*, include:

- Financial Plan (s.165);
- Revenue Anticipation Borrowing (s.177);
- Municipal Fees (s.194);
- Annual Property Tax Bylaw (s.197);
- Parcel Tax Bylaw (s.200);
- Parcel Tax Roll for the Purpose of Imposing Tax (s.202);

- General Authority for Permissive exemptions (s.224);
- Revitalization Tax Exemptions (s.226); and,
- Alternative Municipal Tax Collection Scheme (s. 235).

Bylaw making powers *under the Local Government Act*:

- Tax sales, as referred to in Divisions 4 [Annual Tax Sales] and 5 [Tax Sale Redemption Periods] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the *Local Government Act*.

The authority for expedited bylaw passage timing is not provided to regional districts as they have the existing authority under LGA s.228 to pass certain bylaws on the same day if there are 2/3 votes cast. It is also not provided to the Islands Trust as it is primarily a land use planning body and have limited involvement in emergency services and therefore are less likely to need the streamlined bylaw passage moving forward.

For more information on the bylaw adoption process please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/bylaws/bylaw-adoption-process>

Further Guidance on Best Practices and Operational Considerations for Local Government Open Meetings

Order M192 requires that local governments make best efforts to hold open meetings with the public in attendance. The guidelines below are to help reduce the risk of person-to-person transmission of COVID-19 during open meetings and to assist local governments to create policies and procedures that follow the PHO requirements and recommendations and support the principles of local government openness, transparency and accessibility.

Training for Elected Officials and Local Government Staff

- Establish safe meeting policies and procedures based on the recommendations of the PHO;
- Identify areas of risk for holding open meetings and develop policies and procedures to address risks using the [WorkSafeBC COVID-19 Safety Plan template](#);
- Provide training for elected officials and local government staff including review of amended policies and procedures for open meetings, available technologies, changes to occupancy limits, meeting room flow/setup and how tasks are completed;
- Keep a record of who has completed and attended training and provide a way for elected officials, staff and the public to bring forward health and safety concerns for open meetings;
- Have a plan in place that considers what to do if someone falls ill at an open meeting or starts to feel unwell; and,
- Revisit open meeting procedures and policies every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

Public Notice

- Provide public notice that meetings of council or board are now open to the public;
- Create a robust communication plan so members of the public understand how to continue to be involved with their local government;
- Include a contact (e.g., corporate officer) in the public notice for the public to contact if they wish to attend remotely, call-in or provide comment on agenda items (*this will depend on technological capabilities of each local government*);
- Include information on the local government website, public notice posting place, social media and other community notice boards that outline the health and safety measures in place for open meetings (e.g., physical distancing; limit on number of people; attendance only if well);
- Include where draft meeting minutes and archived recordings of meetings (if available) may be found on the local government website;
- Include information on how the public can hear, or watch and hear the meeting either online or if another facility is provided for this purpose;
- Provide an e-mail subscription service where the public can sign up to receive notice of upcoming meetings, agendas and minutes or a newsletter with links to these items on the local government website;
- Provide regular updates to the public on changes that are made to procedures and policies for council or board meetings; and,
- If the community newspaper has shut down, notice may be given by alternative means per s.94(4) of the *Community Charter*.

Meeting Location

- Post signage, including occupancy limits and effective hygiene practices at the main entrance to the building and meeting room. Signage should also be posted indicating who is restricted from entering the premises (including visitors and staff with symptoms of COVID-19 or those who feel unwell);
- PHO has developed guidance for the retail food and grocery store sector that requires at least five square metres of unencumbered floor space per person;
- Have a greeter at the front entrance to explain safety procedures;
- Create separate entrance and exit doors and one-way walkways in the meeting space;
- Implement cleaning and sanitizing protocols for the meeting space before, during and after the meeting (e.g., multiple speakers using the same podium) particularly for high touch surfaces;
- Consider leaving doors open so there is no need to touch doors handles;
- Arrange the space in such a way as to meet physical distancing requirements for council or board members, local government staff and the public (e.g., members of the public moving in the space before, during and after the meeting and location of chairs and aisles);

- Post directional signage at the entrance to the meeting room (e.g., that the public may not move chairs or other furniture and no food or drink except closed mugs/water bottles);
- Created designated seating areas for the public and any delegations; and,
- Consider alternative venues if the space can't accommodate the public at all due to physical distancing requirements and if it won't pose challenges for the technology being used. Local governments may by bylaw or resolution provide that meetings be held outside of the municipal boundaries (s.134.1 *Community Charter* and s.224 *Local Government Act*) Typically, this provision is in the local government procedure bylaw.

Elected Officials Attendance at Meeting Location

- If some members of council or board choose to attend by means of electronic communication, ensure that if quorum is lost there is a procedure in place to either suspend proceedings until quorum is achieved or cancel or postpone the meeting;
- Ensure council or board members can hear those members attending by electronic means;
- Amend the procedure bylaw to allow for electronic special meetings and electronic participation at regular meetings by some members (if this is not already provided for);
- In the procedure bylaw, develop guidelines to assist with electronic meeting process including how the presiding member will take a vote on a motion or bylaw adoption; and,
- Outline the process for how members attending electronically can participate in the debate.

Local Government Staff at Meeting Location

- Provide an option for local government staff presenting on agenda topics to present remotely or call-in to the meeting; and,
- Ensure physical distancing is in place for local government staff at the meeting.

Public Attendance at Meeting Location

- Provide space for the public to physically attend the meeting, but also encourage members of the public to attend remotely if this option is available;
- Create a local government webpage with a picture of the public gallery showing the meeting space, how physical distancing requirements are being met and outline cleaning and sanitizing protocols;
- Provide information on how many members of the public can reasonably be accommodated in the meeting space, while meeting physical distancing requirements;
- Outline how in-person attendance at meetings will be managed at the start, during and after the meeting;
- Provide access to hand sanitizer before members of the public enter the building or meeting room and post signage indicating those who are unwell must stay home;

- Have a staff member act as a greeter to explain the new protocols in place as the public enters the building (e.g. how to fill the public seating area – left to right or what to do if they must leave during the meeting or attend the washroom);
- Provide a designated seating area for delegations to limit how far they have to move through the space to present to council or board; and,
- Clearly mark how the public may enter and exit the space.

Agendas

- Provide agendas early if possible and make them available online and at the public notice posting place for the public to review what is coming up (this may help the public make an informed decision as to whether they wish to attend the meeting);
- At the top of the agenda or in some other way clearly state how the public may provide comment on agenda items both at the meeting and via email, online submission form, phone or written letter prior to the meeting and how these will be addressed at the meeting;
- Consider bunching agenda topics that may be of greater public interest at the beginning so a break can be provided afterwards if people wish to leave the meeting or consider controversial topics at different meetings;
- Provide opportunities for the public to leave at different points during the meeting;
- Move the consent agenda to the end of the meeting;
- Provide opportunities in the agenda to allow people to leave the meeting room safely; this may assist in not having everyone leave at the same time;
- If possible, postpone controversial agenda topics or consider using other engagement tools so the public can provide input outside of a meeting; and,
- Provide information to the public on how comments received via other mechanisms (email; letter; public engagement tool) will be presented at a council or board meeting or incorporated into the agenda.

Provide Opportunities for the Public to Watch and Hear Electronically (if technology is available)

- Provide easy to understand information on the local government website, public notice posting place and in other community spaces for the public to understand how they can attend electronically (if available) including:
 - how to call in and listen if this option is available;
 - where to view a livestream or archived version of the meeting; and,
 - how to ask questions during question period if this is an option;
- Make archived versions of recorded meetings and meeting minutes available to the public as soon as possible after the meeting; and,

- Ensure the chair advises participants that the meeting is being recorded and include a statement to this effect in the agenda.

Opportunities for the Public to Provide Input on Meeting Topics

- Actively promote others means for the public to participate in council or board meetings;
- Ensure the process for the public to submit comments on agenda topics is well understood and there are several options available to support accessibility (e.g., by email, letter, phone, drop-box);
- If only limited seating is available for the public and there is a public question period, consider how questions from those in attendance and those attending electronically (if available) will be managed;
- Explore options for expanded on-line or in-person public engagement opportunities for specific projects and issues (particularly those that may be potentially controversial); and,
- Consider ways in which questions not answered at the meeting may be made public.

Delegations at Open Meetings

- Outline a clear method for delegations to participate in the meeting on the local government website;
- Continue to accept in-person delegations if physical distancing requirements can be met and the item is on the agenda;
- Provide alternative methods for delegations to present (e.g., written; electronic; drop-box; pre-recorded video or real-time presentation);
- Provide a reserved spot for a delegation to sit if they are presenting at the meeting location; and,
- Schedule delegations at the beginning of the meeting or stagger them so there are fewer people at the meeting location.

Minutes

- Post draft minutes of open meetings on the local government website and at the public notice posting place or other designated places after the meeting; and,
- If council or board members or local government staff attend electronically, reflect disconnections and connections in the meeting minutes.

Technical Difficulties

- Create a plan for when technical difficulties arise, including the process if a technical failure does not allow for the meeting to continue;
- Do a trial run with volunteers if using new technology or in a new location;
- Have a staff member on standby who is the contact for participants with technical issues;

- Ensure accessibility considerations have been made for people with hearing or visual impairments;
- Solidify roles and responsibilities should there be technology issues or a technology failure;
- Practice organizing and incorporating public comments into the meeting;
- Provide etiquette guidelines for those attending online or by phone (e.g., muting themselves unless speaking, stating full name, behavior expectations or they may be dropped from the meeting);
- If the public is able to participate in a live streamed meeting, consider what controls the moderator has and consider a chat option where questions can be asked; and,
- Consider privacy and security of the platform being used.

Background

Open Meetings

The *Community Charter* (CC), Division 3 – Open Meetings s.89 and *Local Government Act* (LGA) s.226(1)(a) provide that council and regional district board meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.

Under legislation all meetings of local government elected (councils and boards) and appointed bodies (such as committees, commissions and other subsidiary bodies) must be open to the public. Discussion and decisions must occur in properly called meetings, where the public can review the agenda and listen to the debate to understand how and why a council or board is making decisions. The requirement for open meetings is broad, in keeping with the principles of openness, transparency and accountability.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to make necessary decisions and provided an override to existing open meeting rules and waived the requirement for councils (including the City of Vancouver), regional district boards and the Islands Trust to hold meetings in a venue that is open to the public.

Electronic Meetings

Section 128 of the CC and s.226 of the LGA provide that local governments may hold special meetings electronically and allow council or board members to attend regular meetings by means of electronic communication if it is authorized in their procedure bylaw. The legislation provides that except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the meeting location.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to continue to be able to hold meetings while following physical distancing guidelines and provided an override to existing rules and procedure bylaws and allowed councils (including the City of Vancouver), regional district boards and the Islands Trust to hold all or part of any meeting electronically. It also waived the requirement to provide facilities that enable to public to hear, or watch and hear, the meeting.

Timing Requirements for Bylaw Passage

Section 135(3) of the CC requires municipal councils to leave one day between third reading of a bylaw and final adoption. Section 228 of the LGA provides that regional districts may adopt a bylaw in the same meeting if the bylaw receives at least 2/3 votes cast and it does not require approval, consent, or assent under any Act. Bylaws for the Islands Trust are subject to section 11 of the Islands Trust Regulation [application of CC and LGA] where trust bodies are subject to the bylaw timing requirements under the *Community Charter* and *Local Government Act*.

The previous Orders under the Emergency Program Act provided authority for municipalities, regional districts, and the Islands Trust to adopt bylaws on the same day as third reading with some limitations. It relaxed the requirements under s.135(3) of the CC and allowed municipalities to pass bylaws on the same day as third reading. It further relaxed the requirement for regional district bylaws by allowing for same day adoption if the motion for adoption received the majority of the votes cast (rather than 2/3 votes cast), provided that the bylaw did not require approval, consent, or assent under an Act before adoptions.

Additional Resources:

BC Centre for Disease Control

- [Event Planning](#)
- [General COVID-19 Information](#)

WorkSafeBC

- [Municipalities and COVID-19 safety](#)
- [WorkSafeBC Safety Plan Template](#)
- [WorkSafeBC Signs and Templates](#)
- [General Guide to Reducing Risk https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)

BC Municipal Safety Association

- [Pandemic Exposure Control COVID-19](#)

Government of Canada

- [Risk assessment for mass gatherings](#)

World Health Organization

- [Planning recommendations for mass gatherings](#)
- [Getting workplace ready for COVID-19](#)

[Ombudsperson's Guide to Open Meetings](#)

[AMTCO Electronic Council Meeting Resources](#)

Electronic Participation Procedure:

https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Electronic_Meeting_Procedure_2020.aspx

Procedure for Electronic Participation in City Council Meetings:

[https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures for City Council Participation in Elect.aspx](https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures_for_City_Council_Participation_in_Elect.aspx)

VILLAGE OF PEMBERTON COUNCIL PROCEDURE BYLAW NO. 788, 2015

**Fourth & Final Readings
July 7, 2015**



OFFICE CONSOLIDATION: March 31, 2020

This document is an office consolidation of the Village of Pemberton Council Procedure Bylaw No. 788, 2015 (adopted July 7, 2015) and subsequent amendments adopted by Village Council as noted below:

Bylaw No	Section Amendment	Council Meeting	Date
Village of Pemberton Council Amendment (Section 31) Bylaw No. 864, 2019	Section 31 – Reconsideration by Council Member	Regular Council Meeting No. 1494	June 11, 2019
Council Procedure Amendment (Electronic Participation) Bylaw No. 875, 2020	Section 10 – addition of sub-clause (h)	Special Council Meeting No. 1511	March 31, 2020

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application that original bylaw should be consulted.

The Village of Pemberton will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of the Village of Pemberton Council Procedure Bylaw No. 788, 2015, nor is it admissible in a court of law. For such purposes, official certified copies can be obtained from the Village Office or by contacting us at: admin@pemberton.ca.

Village of Pemberton

BYLAW No. 788, 2015

A bylaw to repeal and replace the Village of Pemberton Council Procedure Bylaw No. 656, 2011 and its amendments, Bylaw No. 687, 2012 and Bylaw No. 737, 2013.

WHEREAS the Council of the Village of Pemberton must by bylaw regulate Council meetings and their conduct, and must by bylaw provide for the procedure that is to be followed in passing bylaws, pursuant to Section 124 (1) of the *Community Charter*.

THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Pemberton enacts a Procedure Bylaw as follows:

TABLE OF CONTENTS

PART 1 - INTRODUCTION

1. Title
2. Table of Contents
3. Definitions
4. Application of Rules of Procedures

PART 2 – COUNCIL MEETINGS

5. Inaugural Meeting
6. Dates, Times and Locations of Meetings
7. Notice of Regular Council Meetings
8. Notice of Special Meetings
9. Confidential Matters
10. Electronic Participation at Meetings (Amended 2020)

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

11. Appointment of Acting Mayor

PART 4 – COUNCIL PROCEEDINGS

12. Attendance of Public at Meetings
13. Minutes of Meetings to Be Maintained and Available to Public
14. Release of In Camera (Closed) Meeting Items
15. Calling Meeting to Order
16. Adjourning Meeting Where No Quorum
17. Agenda
18. Order of Proceedings and Business
19. Late Business
20. Notice of Motion
21. Petitions and Correspondence

22. Voting at Meetings
23. Delegations
24. Points of Order
25. Conduct and Debate
26. Motions Generally
27. Motions to Commit
28. Motion for the Main Question
29. Amendments Generally
30. Reconsideration by Mayor
31. Reconsideration by Council Member (Amended 2019)
32. Adjournment

PART 5 - BYLAWS

33. Copies of Proposed Bylaws to Council Members
34. Form of Bylaws
35. Reading and Adopting Bylaws
36. Bylaws Must Be Signed

PART 6 - RESOLUTIONS

37. Copies of Resolutions to Council Members

PART 7 – COMMITTEE OF THE WHOLE

38. Notice for COTW
39. Minutes of COTW to Be Maintained and Available to the Public
40. Presiding Members of COTW Meetings and Quorum
41. Points of Order at Meetings
42. Conduct of Debate
43. Voting at Meetings
44. Adjournment

PART 8 - COMMITTEES

45. Duties of Standing Committees
46. Duties of Select Committees
47. Ratification of Committee Resolutions by Council
48. Notice of Committee Meetings
49. Minutes of Committee Meetings to Be Maintained and Available to Public
50. Quorum
51. Conduct and Debate
52. Voting at Meetings

PART 9 - COMMISSIONS

53. Commission Meeting Conduct

PART 10 - GENERAL

54. Validity of the Bylaw
55. Repeal

PART 1 – INTRODUCTION

1. Title

This Bylaw may be cited as the “**COUNCIL PROCEDURE BYLAW NO. 788, 2015**”.

2. Table of Contents

The table of contents is for convenience of reference only, and is not for use in interpreting or enforcing this Bylaw.

3. Definitions

“**Chief Administrative Officer**” means the Chief Administrative Officer for the Village;

“**Chair**” means the Mayor, Acting Mayor or other Member who is chairing a meeting;

“**Commission**” means a municipal commission established under s. 143 of the *Community Charter*;

“**Committee**” means a standing, select, or other committee of Council established under s. 141 and 142 of the *Community Charter*;

“**Committee of the Whole**” means a committee comprised of all Council Members of the Village of Pemberton to consider and recommend to Council on matters of the Village’s business. The Committee sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action;

“**Corporate Officer**” means the municipal officer assigned responsibility under section 148 [*corporate officer*];

“**Council**” means the council of the Village of Pemberton;

“**Councillor**” means a member of a council other than the mayor;

“**Council Chambers**” means the premises located at 1350 Aster Street, Pemberton, B.C. or the Village Office, 7400 Prospect Street;

“**Delegation**” means an individual or group who wishes to bring information to Council or committee or other advisory body on a topic specified on a Request to Appear as a Delegation Form;

“**Inaugural Meeting**” means the first meeting of the newly elected Council at which the members elected at the most recent general local election are sworn in or are meeting for the first time after the swearing in ceremony;

“In Camera” means a meeting of the Village of Pemberton Council, committees or commissions which is closed to the public pursuant to the provisions of s. 90 of the *Community Charter*;

“Mayor” means the Mayor of the Village of Pemberton;

“Public Notice Posting Places” means the notice board at the Village Office at 7400 Prospect Street, the Post Office at 7431 Prospect Street and on the Village Web Site;

“Special Council Meeting” means a meeting of the Council other than a Regular or Inaugural Meeting.

“Swearing In Ceremony” means the event at which the newly elected members of Council take the oath of office. This could take place at the Inaugural Meeting or at a different time and place prior to the Inaugural meeting of Council.

“Village” means the Village of Pemberton;

“Village Office” means the premises located at 7400 Prospect Street, Pemberton, B.C.;

“Village Web Site” means the information resource found at an internet address provided by the Village.

4. Application of Rules of Procedure

- a) The provisions of this Bylaw govern the proceedings of Council, and all standing, select committees and commissions of Council, as applicable.
- b) In cases not provided for under this Bylaw, the then most current edition of Robert's Rules of Order applies to the proceedings of Council, committees and commissions to the extent that those Rules are:
 - i) applicable in the circumstances, and
 - ii) consistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

5. Inaugural Meeting

- a) Following a general local election the first Council meeting must be held on the first Tuesday of November.

- b) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in section 4 (a), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

6. Dates, Times and Locations of Meetings

- a) All Council meetings must take place at the Council Chambers within the Village except when Council resolves to hold meetings elsewhere.
- b) Regular Council meetings must:
 - i) be held on Tuesdays the dates and times shall be established by Council resolution before December 15th of each year for the subsequent year;
 - ii) be adjourned no later than three (3) hours after being called to order unless Council resolves to proceed beyond that time in accordance with section 31;
 - iii) notwithstanding clause (b) (i) above, there shall not be a meeting during the month of August unless Council otherwise resolves.
- c) Regular Council meetings may:
 - i) be cancelled or postponed to a different day, time and place by Council by resolution, provided that two consecutive meetings are not cancelled; and
 - ii) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two (2) days' written notice.
- d) In Camera (Closed) Council meetings may:
 - i) be held on the same day as the Regular Council Meeting as established in section 6 (b) (i).
- e) Special Meetings, being a meeting other than a statutory, regular or adjourned meeting, may:
 - i) be called by Council at a Regular meeting of Council;
 - ii) be called by the Mayor at his or her discretion at any time;

- iii) be requested by two or more Council Members, in writing to the Mayor, Chief Administrative Officer and Corporate Officer. If the Mayor or Acting Mayor is absent or unable to act, or for any reason neither have arranged within twenty-four (24) hours after receiving a request under this section then two (2) or more members of Council may themselves call for a Special Meeting to be held within the next seven (7) days.

7. Notice of Regular Council Meetings

- a) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before January 1 each year, a schedule of the dates, times and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- b) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before January 1 of the time and duration that the schedule of Regular Council meetings will be available beginning on that date in accordance with section 94 of the *Community Charter*.
- c) If revisions are necessary to the annual schedule of the Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places and publish in the newspaper to indicate any revisions to the date, time, duration and place of, or cancellation of, a Regular Council Meeting.

8. Notice of Special Meetings

- a) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a Special Council meeting must be given at least twenty-four (24) hours before the time of meeting, by:
 - i) posting a copy of the notice at the Public Notice Posting Places, and
 - ii) providing the notice and the agenda electronically by email as well as providing a copy of both for each Council member in the Council member's mailbox at the Village Office as requested.
- b) The notice under section 7 (a) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
- c) Notice of any Meeting called under Section 5 (e) (ii) will be signed by the Members calling the Meeting, or by the Corporate Officer in place of the Mayor.

9. Confidential Matters

- a) As stated in the *Community Charter*, matters deemed to be of a confidential nature in accordance with the provisions of section 90 may be considered in a meeting closed to the public (In Camera).

10. Electronic Participation at Meetings

- a) Provided that all of the conditions set out in section 128 (2) of the *Community Charter* are met, and subject to section 9 (b), a member of council or of a council committee or commission, other than the presiding member, who is unable to attend at any council, committee, commission or special meeting, as applicable, may participate in the meeting by means of electronic or other communications facilities.
- b) As a limit on section 9 (a), no more than two (2) members of Council, committee or commission may participate at any one meeting by way of electronic or other communications facilities.
- c) In instances where the Mayor will participate in a meeting electronically, the Council member designated to act in place of the Mayor shall preside.
- d) In absence of the Mayor and the Council member designated to act in the place of the Mayor the member present shall elect from among themselves a presiding member for that meeting;
- e) Where a meetings is held under this section the facilities must enable the public to hear, or see and hear, the participation of the member or members participating electronically unless the meeting is closed pursuant to section 90 of the *Community Charter*;
- f) Members of Council who are participating in a meeting under this section are deemed to be present at the meeting;
- g) Council members may not attend by electronic means more than a maximum of four (4) meetings as identified in this section per calendar year.
- h) Despite (b) and (c) above, in the event of a health, environmental or safety emergency, where it is not possible to have a quorum or the Mayor or Acting Mayor physically present for a meeting, all or any portion of the members may participate in a Council, committee, commission or special meeting by means of electronic or other communication facilities, so long as they comply with the remaining requirements of this Section. **(Amendment Bylaw No. 875, 2020, Special Council Meeting No. 1511, March 31, 2020)**

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

11. Appointment of Acting Mayor

- a) Annually by December, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant for the subsequent year.
- b) Each Councillor designated under section 10 (a) must fulfill the responsibilities of the Mayor in his or her absence.
- c) If both the Mayor and the member designated under section 10 (a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting pursuant to section 14 (b).
- d) The member designated under section 10 (a) or chosen under section 10 (c) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL MEETING PROCEEDINGS

12. Attendance of Public at Meetings

- a) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.
- b) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed]*.
- c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - i) Committee of the Whole
 - ii) Standing and Select Committees,
 - iii) Parcel Tax Review Panel,
 - iv) Board of Variance,
 - v) Advisory bodies as established by Council.
- d) Despite section 11(a), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under

section 10 may expel or exclude from a Council meeting a person in accordance with section 24 (h).

13. Minutes of Meetings to Be Maintained and Available to Public

- a) Minutes of the proceedings of Council and its Committees and Commissions must be:
 - i) legibly recorded,
 - ii) certified as correct by the Corporate Officer or designate, and
 - iii) signed by the Mayor or other member presiding after adoption of the minutes.
- b) Minutes of the proceedings of Council and its committees and commissions shall record:
 - i) The place, date and time of meeting;
 - ii) The names of the Presiding Member or members and record of the attendance of members;
 - iii) Motions of the meeting without note or comment.
- c) With exception to the Mayor and Councillor reports only the motions and actions of Council (action minutes) will be recorded.
- d) Subject to section 12 (e), and in accordance with section 97(1) (b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Village Office during its regular office hours.
- e) Section 12 (d) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

14. Release of In Camera (Closed) Meeting Items

- a) At the first Regular Meeting of Council after a Closed Meeting, the Mayor shall announce the decisions made in the Closed Meeting that Council has determined by resolution are no longer confidential matters, and that this include which Councillors declared conflict in a closed matter when brought forward to the public.
- b) Biannually, the Corporate Officer shall bring to the attention of the Council those items that were dealt with in a Closed Meeting and have not been released for public information, and Council shall then determine by resolution which items are no longer confidential

matters and announce the decisions at the next Regular Meeting of Council.

15. Calling Meeting to Order

- a) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 10 must take the Chair and call such meeting to order.
- b) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 10 do not attend within twenty (20) minutes of the scheduled time for a Council meeting:
 - i) the Corporate Officer must call to order the members present, and
 - ii) the members present must choose a member to preside at the meeting.

16. Adjourning Meeting Where No Quorum

- a) If there is no quorum of Council present within twenty (20) minutes of the scheduled time for a Council meeting, the Corporate Officer or designate must:
 - i) record the names of the members present, and those absent, and
 - ii) adjourn the meeting until the next scheduled meeting.

17. Agenda

- a) Prior to each Regular Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting.
- b) The Corporate Officer must make the agenda available to the members of Council on the Friday afternoon prior to the meeting.
- c) The Corporate Officer must make the agenda available to the members of the public no later than the Friday afternoon prior to the meeting.
- d) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced and approved as a late item of business pursuant to section 18.

- e) Materials relating to late items of business presented at a Regular Council meeting shall be distributed to the Corporate Officer, Chief Administrative Officer, Recording Secretary and all senior staff in attendance.

18. Order of Proceedings and Business

- a) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - i) Call to Order
 - ii) Approval of Agenda
 - iii) Rise with Report from In Camera (Closed) [*If applicable*]
 - iv) Adoption of Minutes
 - v) Business Arising from the Minutes
 - (1) Regular Meeting
 - (2) Committee of the Whole
 - vi) Committee Minutes – for Information
 - vii) Delegations – requests to address Council
 - viii) Reports
 - (1) Staff
 - (2) Mayor
 - (3) Councillor
 - ix) Bylaws
 - (1) First and second Reading
 - (2) First, Second and Third Reading
 - (3) Third Reading
 - (4) Adoption
 - x) Correspondence
 - (1) For action
 - (2) For information
 - xi) Decision on Late Business
 - xii) Late Business
 - xiii) Notice of Motion
 - xiv) Question Period

xv) Adjournment

- b) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

19. Late Business

- a) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late business is approved by Council at the time allocated on the Agenda for such matters.
- b) If the Council makes a resolution under section 18 (a) to deal with a matter at the same meeting it is introduced, information pertaining to the late business must be distributed to the members.

20. Notice of Motion

- a) Any Council member may give a “Notice of Motion” respecting an item which he or she intends to present by giving a copy of such motion to the Corporate Officer during a meeting of Council.
- b) Upon the member being acknowledged by the Chair and the Notice of Motion being read to the meeting, such motion shall appear in the minutes of that meeting as a Notice of Motion and must be placed on the agenda of the next Regular Council Meeting or other future meeting designated by the member bringing forward the Notice of Motion for consideration.

21. Petitions and Correspondence

- a) Petitions and correspondence, presented to Council must be legibly written or printed, signed and contain a return address and telephone number.
- b) Unsigned email correspondence will be accepted if it contains the name of the author, return mailing and civic address, and telephone number. All communication presented to Council will be subject to *Freedom of Information and Protection of Privacy Act*.
- c) Every petition or correspondence for a Council meeting must be delivered to the Corporate Officer by 12 noon on the Wednesday prior to a regular meeting.

22. Voting at Meetings

- a) The following procedures apply to voting at Council meetings:

- i) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
- ii) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
 - "Those in favour raise your hands." and then "Those opposed raise your hands."
- iii) when the presiding member is putting the matter to a vote under section 21 (a) (i) and (ii) a member must not:
 - (1) leave the room;
 - (2) make a noise or other disturbance; or
 - (3) interrupt the voting procedure under section 21 (a) (ii) unless the interrupting member is raising a point of order.
- iv) after the presiding member finally puts the question to a vote under section 21 (a) (ii), a member must not speak to the question or make a motion concerning it;
- v) the presiding member's decision about whether a question has been finally put is conclusive;
- vi) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
- vii) Should any member refrain from voting when any question is put, the member shall be regarded as having voted in the affirmative and the members vote shall be counted accordingly;
- viii) if a vote is not unanimously in favour the presiding member must ask the opposing member if they wish their vote and name to be recorded in opposition and the recording secretary will be so instructed;
- ix) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

23. Delegations

- a) Persons or groups of persons wishing to appear as a delegation before Council shall advise the Corporate Officer in writing by noon on the seventh (7) day prior to the date of the meeting.

- b) Requests to appear as a delegation before Council must include the name, address and telephone number of the person who wishes to speak on behalf of the delegation and the purpose of the presentation that will form part of the presentation must be provided at the time of the application.
- c) Each address must be limited to ten (10) minutes with a question period of five (5) minutes for a total of fifteen (15) minutes unless a longer period is agreed to by unanimous vote of those members present.
- d) Where written application has not been received by the Corporate Officer as prescribed in section 22 (a), an individual or delegation may address the meeting if approved by the majority vote of the members present.
- e) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- f) The Corporate Officer may schedule a maximum of two (2) delegations to any Council meeting. Delegations shall be placed on the agenda on a first come basis.
- g) The Corporate Officer may schedule delegations to another Council meeting, a committee or advisory body or ask staff to address the delegate's issue as deemed appropriate according to the subject matter of the delegation.
- h) The Corporate Officer may decline to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- i) Council shall not act on a request from a delegation until the next regular meeting, unless consent by two-thirds vote of Council present is given to consider the matter following the delegation presentation.
- j) A delegate may not speak on an issue that is the subject of a staff report not yet presented to a Council meeting.

24. Points of Order

- a) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:

- i) if the motion is contrary to the rules of procedure in this bylaw, and
 - ii) whether or not another Council member has raised a point of order in connection with the motion.
- b) When the presiding member is required to decide a point of order:
- i) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - ii) another member must not question or comment on the rule or authority cited by the presiding member under section 23 (b) (i), and
 - iii) the presiding member may reserve the decision until the next Council meeting.

25. Conduct and Debate

- a) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- b) Members must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
- c) Members must address other non-presiding members by the title Councillor.
- d) No member must interrupt a member who is speaking except to raise a point of order.
- e) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- f) Members who are called to order by the presiding member:
 - i) must immediately stop speaking,
 - ii) may explain their position on the point of order, and
 - iii) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- g) Members speaking at a Council meeting:
 - i) must use respectful language,
 - ii) must not use offensive gestures or signs,
 - iii) must speak only in connection with the matter being debated,

- iv) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - v) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- h) If a member does not adhere to section 24 (g), the presiding member may order the member to leave the member's seat, and
- i) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - ii) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- i) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- j) The following rules apply to limit speech on matters being considered at a Council meeting:
- i) a member may speak more than once in connection with the same question only:
 - (1) with the permission of Council, or
 - (2) if the member is explaining a material part of a previous speech without introducing a new matter;
 - ii) a member who has made a substantive motion to the Council may reply to the debate;
 - iii) a member may speak to a question, or may speak in reply, for longer than a total time of ten (10) minutes only with the permission of Council.

26. Motions Generally

- a) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- b) A Council member may make only the following motions, when the Council is considering a question:
 - i) to refer to committee;
 - ii) to amend;

- iii) to lay on the table;
 - iv) to postpone indefinitely;
 - v) to postpone to a certain time;
 - vi) to move the previous question, or the question;
 - vii) to adjourn.
- c) A motion made under section 25 (b) (iii) to (vii) is not amendable or debatable.
 - d) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

27. Motion to Commit

- a) Until it is decided, a motion made at a Council meeting to refer to a committee precludes an amendment of the main question.

28. Motion for the Main Question

- a) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- b) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - i) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - ii) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

29. Amendments Generally

- a) Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- b) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- c) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- d) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- e) An amendment may be amended once only.
- f) An amendment that has been negated by a vote of Council cannot be proposed again.
- g) A Council member may propose an amendment to an adopted amendment.
- h) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - i) a motion to amend a motion amending the main question;
 - ii) a motion to amend the main question, or an amended motion amending the main question if the vote under section 28 (h) (i) is positive;
 - iii) the main question.

30. Reconsideration by Mayor

- a) In accordance with section 131 of the *Community Charter*, the Mayor may at the same council meeting as the vote took place or at any time within thirty (30) days after the adoption or rejection of any bylaw, resolution or proceeding, return same for consideration by Council subject to the following:
 - i) it has not had the approval or assent of the electors and been adopted,
 - ii) it has not already been reconsidered by Council; and
 - iii) it has not been acted upon by any Officer, employee or Agent of the Village.
- b) In returning matters for council's reconsideration the Mayor may state the reasons or objections, which will be recorded in the minutes. Council shall as soon thereafter as convenient, consider the reasons or objections and either:
 - i) reaffirm the Bylaw, resolution or proceedings; or
 - ii) reject the bylaw, resolution or proceedings.
- c) Bylaws and resolutions that are rejected after reconsideration are deemed to be absolutely vetoed, rescinded and repealed, and are of

no force or effect whatsoever, and shall not be reintroduced for a period of six (6) months except with the unanimous consent of Council.

- d) A bylaw, resolution, or proceeding that is reaffirmed under section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration

31. Reconsideration by Council Member (Amendment Bylaw No. 864, 2019/Adopted June 11, 2019)

- a) Subject to subsection d) a Council Member who voted with the majority either for or against a motion, may at the next Council Meeting introduce a motion;
 - i. to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - ii. to reconsider an adopted bylaw after an interval of at least twenty-four (24) hours following its adoption.
- b) Council must not discuss the main matter referred to in subsection a) unless a motion to reconsider that matter is adopted by an affirmative vote of Council.
- c) A vote to reconsider must not be reconsidered.
- d) Council may only reconsider a matter that has not:
 - i. had the approval or assent of the electors and been adopted;
 - ii. been reconsidered under subsection (1) of section 131 of the Community Charter [Mayor may require council reconsideration of a matter]; or
 - iii. been acted on by an officer, employee or agent of the Municipality.
- e) A motion under subsection a) must be introduced in compliance with section 19 (Late Business).
- f) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.
- g) A bylaw, resolution, or proceeding that is reaffirmed under section 31 (a) is deemed as valid and has the same effect as it had before reconsideration.
- h) Bylaws or resolutions that are rejected after reconsideration under section 30 (a) are deemed to be absolutely vetoed, rescinded and repealed, and are of no force or effect whatsoever, and shall not be

reintroduced for a period of six (6) months except with the unanimous consent of Council.

32. Adjournment

- a) Council may continue a council meeting after three (3) hours only by an affirmative vote.

PART 5 – BYLAWS

33. Copies of Proposed Bylaws to Council Members

- a) A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least twelve (12) hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

34. Form of Bylaws

- a) A bylaw introduced at a council meeting must:
 - i) be printed;
 - ii) have a distinguishing name;
 - iii) have a distinguishing number;
 - iv) contain an introductory state of purpose;
 - v) be divided into sections.

35. Reading and Adopting Bylaws

- a) The presiding member of a Council meeting may:
 - i) have the Corporate Officer read a synopsis of each proposed bylaw, and then;
 - ii) request a motion that the proposed bylaw be read.
- b) The readings of the bylaw may be given by stating its title and object.
- c) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

- d) Subject to section 882 of the *Local Government Act* [*OCP Adoption Procedures*], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- e) In accordance with section 135 of the *Community Charter* [*Requirements for passing bylaws*], Council may give two or three readings to a proposed bylaw at the same Council meeting.
- f) Despite section 135 (3) of the *Community Charter*, and in accordance with section 890(9) of the *Local Government Act* [*Public Hearings*], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

36. Bylaws Must Be Signed

- a) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council, the Corporate Officer must have it placed in the Village's records for safekeeping and endorse upon it:
 - i) the Village's Corporate Seal;
 - ii) the dates of its readings and adoption; and
 - iii) the date of Ministerial Approval or Approval of the Electorate as applicable.

PART 6 – RESOLUTIONS

37. Copies of Resolutions to Council Members

- a) A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least twelve (12) hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

PART 7 – COMMITTEE OF THE WHOLE (COTW)

38. Notice for COTW Meetings

- a) A notice of the day, hour and place of a COTW meeting must be given at least twenty-four (24) hours before the time of the meeting by:
 - i) posting a copy of the notice at the Public Notice Posting Places; and

- ii) providing the notice and agenda electronically by email as well as providing a copy of both for each Council Member in the Council member's mailbox at the Village Office as requested.

39. Minutes of COTW Meetings to Be Maintained and Available to Public

- a) Minutes of the proceedings of COTW must be:
 - i) legibly recorded,
 - ii) certified by the Corporate Officer,
 - iii) signed by the member presiding at the meeting, and
 - iv) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

40. Presiding Members at COTW Meetings and Quorum

- a) The Mayor shall preside the COTW if present, however, where the Mayor is absent the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 10 must take the Chair and call the meeting to order. The quorum of COTW is the majority of Council members.

41. Points of Order at Meetings

- a) The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

42. Conduct and Debate

- a) The rules of procedure of the Council shall be observed in the COTW, so far as may be applicable, except that:
 - i) a member may speak any number of times on the same question; and
 - ii) no member shall speak continuously for more than five (5) minutes to a question.

43. Voting at Meetings

- a) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
 - i) the presiding member must declare the results of voting.

44. Adjournment

- a) When all matters referred to COTW have been considered a motion to terminate and report to Council shall be adopted.

PART 8 -- COMMITTEES

45. Duties of Standing Committees

- a) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - i) matters that are related to the general subject indicated by the name of the committee;
 - ii) matters that are assigned by Council;
 - iii) matters that are assigned by the Mayor.
- b) Standing committees report and make recommendations to Council through their minutes.

46. Duties of Select Committees

- a) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- b) Select committees report and make recommendations to Council through their minutes.

47. Ratification of Committee Resolutions by Council

- a) All resolutions adopted by a Committee must be presented to Council for ratification except for the following:
 - i) Resolutions referring items to staff;
 - ii) Resolutions deferring an item;
 - iii) Resolutions receiving a report or information; and
 - iv) Defeated resolutions.

48. Notice of Committee Meetings

- a) Notice and Agenda of committee meetings, including the times, dates and places of the meetings must be given by:
 - i) posting a notice of the meeting at the Public Notice Posting Places; and

- ii) providing a copy of the notice and agenda electronically by email to each member of the committee at least twenty-four (24) hours prior to the meeting.

49. Minutes of Committee Meetings to Be Maintained and Available to Public

- a) Minutes of the proceedings of a committee must be:
 - i) legibly recorded,
 - ii) certified by the Corporate Officer or his/her designate and the presiding member, and
 - iii) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

50. Quorum

- a) The quorum for a committee is a majority of all of its members.

51. Conduct and Debate

- a) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- b) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

52. Voting at Meetings

- a) Council members attending a meeting of a committee of which they are not a member must not vote on a question.
- b) The Mayor is an ex officio member of all Committees and therefore is entitled to vote on any matter before the Committee.

PART 9 - COMMISSIONS

53. Commission Meeting Conduct

- a) The procedures for governing conduct of Commissions shall be set out within the Commissions establishing bylaw and shall reflect the Council Meeting Proceedings as noted in Part 4 of this Bylaw as amended from time to time.

PART 10 – GENERAL

54. Validity of the Bylaw

- a) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- b) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

55. Repeal

- a) Village of Pemberton Council Procedure Bylaw No. 656, 2011 and its amendments, Bylaw No. 687, 2012 and Bylaw No.737, 2013, are hereby repealed.

NOTICE OF INTENTION TO CONSIDER Council Procedures Bylaw No. 788, 2015 **WAS PUBLISHED IN THE** Pique Newsmagazine **on June 4th and June 11th.**

READ A FIRST TIME this 16th day of June, 2015

READ A SECOND TIME this 16th day of June, 2015

READ A THIRD TIME this 16th day of June, 2015

ADOPTED this 7th day of July, 2015

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

PUBLIC NOTICE **APPENDIX D**

Notice to Amend Council Procedure Bylaw No. 788, 2015

Questions?
We're
Listening.



(604) 894.6135



admin@
pemberton.ca



www.pemberton.ca

In accordance with section 123 (3) of the *Community Charter* notice is hereby given that the Council of the Village of Pemberton intends to amend Council Procedure Bylaw No. 788, 2015 at the **Regular Council Meeting to be held on Tuesday, October 6th, 2020 at 5:30 p.m.**

In particular, section 18 **Order of Proceedings and Business** will be amended to adjust the order of proceedings by moving consideration of Bylaw Readings forward in the agenda to follow Staff Reports. This change follows a recommendation by Ministerial Guidelines that if meetings are to be held via electronic means, items that may be of greater public interest (ie: staff reports, bylaw presentation and readings) should be considered at the beginning of the meeting.

Other amendments to the Bylaw include minor housekeeping to correct numbering inconsistencies and clarification of electronic participation for committee and commission members.

A copy of the proposed Council Procedure Amendment (Order of Proceedings) Bylaw No. 888, 2020, is available on the Village of Pemberton website.

Questions and comments can be directed to Sheena Fraser, Manager of Community and Legislative Services, at 604-894-6135 ext 228 or sfraser@pemberton.ca

Regular Council Meeting No. 1523

Tuesday, October 6, 2020

www.pemberton.ca

Date: October 6, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Joanna Rees, Planner

Subject: Zoning Bylaw No. 832, Amendment (Child Care Centre) Bylaw No. 889, 2020

PURPOSE

The purpose of this report is to introduce the Village of Pemberton Zoning Bylaw No. 832, Amendment (Child Care Centre) Bylaw No. 889, 2020, attached as **Appendix A**, for First and Second Reading, and to schedule a Public Hearing.

BACKGROUND

Recently, Development Service Staff received an inquiry about opening a Child Care Centre in the Village of Pemberton within the Commercial, Portage Road (C-3) Zone. In reviewing this request, Staff discovered that Zoning Bylaw No. 832, 2018 does not permit privately-operated Child-Care Centres within Commercial Zones.

The Village of Pemberton Child Care Needs Assessment was completed in 2019 and highlights the shortage of licensed child-care spaces in Pemberton. At the time of releasing the report, there was an estimated 12.5 licensed child-care spaces per 100 children aged 0-12 years in Pemberton. This is well below the Provincial average of 18.4 spaces per 100 children aged 0-12 years.

To remove barriers and help facilitate the development of both private and public Child Care Centers, Staff has prepared a Zoning Bylaw Amendment to include Child Care Centre as a permitted principal use in all Commercial Zones, the location of which are indicated in **Appendix B**.

DISCUSSION AND COMMENTS

A Child Care Centre is defined as *the use of land and buildings for provincially-licensed care and supervision of children through a prescribed program*. Child Care Centres require a license which is issued by Vancouver Coastal Health (VCH) in compliance with the facility, manager and employee requirements in the Child Care Licensing Regulation of the *Community Care and Assisted Living Act*. Once a Child Care Centre receives a license from VCH, they are required to apply for a Village of Pemberton Business License.

Under Zoning Bylaw Amendment Bylaw No. 622, 2008, *Group Daycare* was added as a permitted use in the Commercial, Town Centre (C-1) Zone. It appears that in translating the information to the new Zoning Bylaw No. 832, 2018 the intent of this amendment was inadvertently omitted. Zones C-1 (Town Centre Commercial), C-2 (Tourism Commercial), C-3 (Portage Road Commercial) and C-5 (Neighbourhood Pub Commercial) currently allow "*Civic*" uses. Civic uses include the use of land, buildings, or structure for functions provided by a government body and service club including day cares but excludes privately operated Child Care Centres.

Staff has reviewed the Official Community Plan together with Zoning Bylaw No. 832, 2018 and concur that the proposed text amendment is consistent with the Village's policies. Child Care Centres in Commercial Zones are in close proximity to housing, day-to-day services, community facilities and employment opportunities. Permitting Child Care Centres in all Commercial Zones will reduce barriers for the development of public and private childcare operations.

COMMUNICATIONS

Should Council determine to hold a Public Hearing for the proposed bylaw, the Hearing will be advertised in accordance with Section 466 of the *Local Government Act* and section 6.0 of Development Procedures Bylaw No. 725, 2013.

If Council waives the holding of a Public Hearing, Staff will provide notice as per Section 467 of the *Local Government Act*.

LEGAL CONSIDERATIONS

Subject to Section 464 (2) of the *Local Government Act*, a local government may waive the holding of a public hearing on a proposed bylaw if an Official Community Plan is in effect for the area that is subject to the proposed Zoning Bylaw and the proposed bylaw is consistent with the plan. As such, as the proposed bylaw is consistent with the Official Community Plan, Council does have the ability to waive the need for a public hearing.

IMPACT ON BUDGET & STAFFING

The research and preparation of the report and the bylaw 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 Bylaw.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The subject lands of the Zoning Bylaw Amendment are located within a "controlled area", as per Section 52 of the *Transportation Act*. Therefore, this Bylaw will require approval by the Minister of the Ministry of Transportation and Infrastructure prior to adoption.

ALTERNATIVE OPTIONS

Option 1:

Council give First and Second Readings to Zoning Amendment (Child Care Centre) Bylaw No. 889, 2020 and direct Staff to arrange for a public hearing.

This option is supported by Staff. Staff are recommending that the Public Hearing be held at 9 am on Tuesday October 20 by electronic means. If Council chooses, they can suggest an alternate date. Staff suggest consideration of 3rd Reading following the Public Hearing at the Regular Meeting of Council.

Option 2:

Council give First and Second Readings to Zoning Amendment (Child Care Centre) Bylaw No. 889, 2020 and waive the requirement for a public hearing.

This option is not supported. Waiving the requirement for a Public Hearing does not save time as both have the same advertising requirements as stated in the Local Government Act, Section 467. In this circumstance, scheduling a Public Hearing allows the Village to maximize transparency and give residents who believe their interest in property is affected by the proposed bylaw amendment an opportunity to be heard or present written submissions.

RECOMMENDATIONS

Recommendation One:

THAT the Village of Pemberton Zoning Bylaw No. 832, Amendment (Child Care Centre) Bylaw No. 889, 2020 receive First, and Second Reading; and

Recommendation Two:

THAT Council direct Staff to convene a public hearing on Tuesday, October 20, 2020 at 9:00 a.m. via the electronic means utilized by the Village.

ATTACHMENTS:

Appendix A: Village of Pemberton Zoning Bylaw No. 832, Amendment (Child Care Centre) Bylaw No. 889, 2020

Appendix B: Map of the Subject Lands

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

APPENDIX A

THE VILLAGE OF PEMBERTON

BYLAW NO. 889, 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 permit Child Care Centers as a principal use in all Commercial Zones including: Town Centre (C-1), Tourism (C-2), Portage Road (C-3), Service (C-4) and Neighbourhood Pub (C-5);

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

1. CITATION

This Bylaw may be cited for all purposes as “Zoning Bylaw 832, 2018, Amendment (Child Care Centre Text Amendment) Bylaw No. 889, 2020.”

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

I. Adding the following sub-section as a Permitted Principal Use:

- i. as 15.1.1(e) in the Commercial, Town Centre (C-1) Zone;

(e) Child Care Centre

- ii. as 15.2.1 (b) in the Commercial, Tourism (C-2) Zone;

(b) Child Care Centre

- iii. as 15.3.1 (b) in Commercial, Portage Road (C-3) Zone;

(b) Child Care Centre

- iv. as 15.4.1 (b) in Commercial, Service (C-4); and

(b) Child Care Centre

- v. as 15.5.1 (c) in Commercial, Neighbourhood Pub (C-5)

(c) Child Care Centre

- II. Renumbering the remainders of Sections 15.1.1, 15.2.1, 15.3.1, 15.4.1, and 15.5.1 to incorporate the new Permitted Principal Use.**

READ A FIRST TIME this 6th day of October 2020.

READ A SECOND TIME this 6th day of October 2020.

NOTICE OF PUBLIC HEARING FOR VILLAGE OF PEMBERTON ZONING BYLAW NO. 832, AMENDMENT (CHILD CARE CENTRE) BYLAW NO. 889, 2020, WAS PUBLISHED IN THE _____ ON _____, 2020 AND _____, 2020.

PUBLIC HEARING HELD this _____ day of _____, 2020.

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

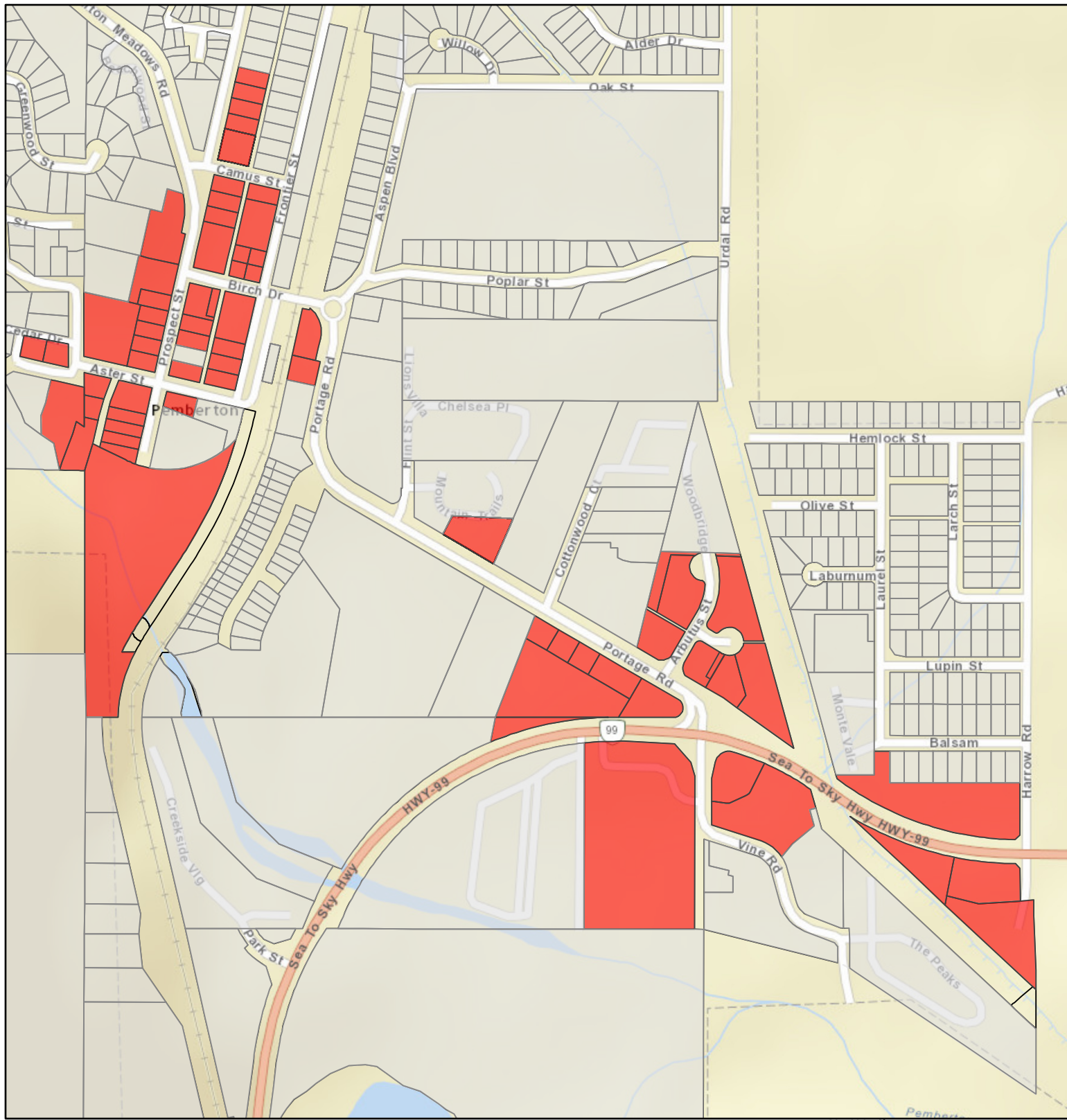
APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO SECTION 52 of the *Transportation Act*
this this _____ day of _____, 2020.

ADOPTED this _____ day of _____, 2020.

Mike Richman
Mayor


Sheena Fraser
Corporate Officer

Map of the Subject Lands



Legend

 Zoned Commercial, per Zoning Bylaw No.832, 2018

0 100 200 300 400
 Meters



From: no-reply@webguidecms.ca on behalf of [Village of Pemberton](#)
To: [Sheena Fraser](#); [Nikki Gilmore](#); [Elysia Harvey](#)
Subject: Website Submission: Write to Mayor & Council - pemberton.ca
Date: Wednesday, September 30, 2020 3:11:21 PM
Attachments: [Polio_20_Cover_Letter.docx](#)

Village of Pemberton - Website Submission: Write to Mayor & Council - pemberton.ca

Website Submission: Write to Mayor & Council - pemberton.ca

Form Submission Info

First Name: James

Last Name: Linklater

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: British Columbia

Postal Code: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable): Polio_20_Cover_Letter.docx

Message to Mayor & Council: Please see attached with regards to request for proclamation. Wouldn't let me attach more than one?

Will email this & proclamation to admin email. Thanks, hope you're all well!?

Village of Pemberton



September 30, 2020

Mayor and Council
Village of Pemberton
Box 100, Pemberton, BC
V0N 2L0

Dear Mayor and Council:

My name is James Linklater and I'm writing this on behalf of the Rotary Club of Pemberton to invite Mayor Mike Richman and Council to proclaim Oct 24th as World Polio day.

The purpose of our invitation is to raise awareness about Polio and the effort to eradicate this crippling disease. World Polio Day, October 24th, was established by Rotary International over a decade ago to commemorate the birth of Jonas Salk, who led the first team to develop a vaccine against poliomyelitis.

Without full funding and political commitment, this paralyzing disease could return to previously polio-free countries, putting children everywhere at risk. To sustain this progress, and protect all children from Polio, Rotary has committed to raising US\$50 million per year over the next three years in support of global polio eradication efforts. The Bill & Melinda Gates Foundation will match Rotary's commitment 2:1.

Canada has strongly supported our effort and has been a valuable ally. In 2017, Canada pledged US\$75 million to help eradicate Polio, bringing its total contributions to roughly \$640 million. In June 2018 Prime Minister Justin Trudeau, was presented with Rotary's Polio Eradication Champion Award in recognition of Canada's contributions to Polio eradication. He is the third Canadian Prime Minister to receive the award, along with Jean Chrétien and Stephen Harper.

The Rotary Club of Pemberton asks that Mayor and Council recognize this important day which is observed annually and the effort to eradicate Polio by proclaiming Oct 24th World Polio Day. A copy of the proposed proclamation is attached. The opportunity of a Rotary/Mayor/Council photo op is welcomed.

Thank you for your consideration, don't hesitate to reach out for more information or if you would like a representative of the club to attend a future council meeting.

James Linklater
President- Elect Rotary Club of Pemberton



Proclamation

WHEREAS, in 1985 Rotary International launched Polio Plus and spearheaded the Global Polio Eradication Initiative with the World Health Organization, U.S. Centres for Disease Control and Prevention, UNICEF, and the Bill & Melinda Gates Foundation, that has immunized over 2.5 billion children to date; and

WHEREAS, polio cases have dropped by 99.9 percent from 350,000 in 1988 to 22 in 2017 and the world stands on the threshold of eradicating the disease forever; and

WHEREAS, to date, Rotary has contributed US\$1.8 billion and is working to raise an additional \$150 million to be matched with a \$300 million grant from the Bill & Melinda Gates Foundation; and

WHEREAS, World Polio Day is celebrated around the globe on October 24th. It was established by Rotary International over a decade ago to commemorate the birth of Jonas Salk, who in 1955 led the first team to develop a vaccine against poliomyelitis; and

WHEREAS, there are 50 Rotary Clubs with over 1,450 members in Rotary District 5040 (BC), and 2 Rotary Clubs with over 40 members in Whistler, all committed to the eradication of polio and sponsoring service projects to address such critical issues as poverty, health, hunger, illiteracy, and the environment in their local communities, and abroad.

NOW, THEREFORE, I, Mike Richman, Mayor of the Village of Pemberton and Council do hereby proclaim October 24th, 2020 as

WORLD POLIO DAY

In the Village of Pemberton, and encourage all citizens to join us and Rotary International in the campaign for a polio-free world.



Proclamation

WHEREAS, in 1985 Rotary International launched Polio Plus and spearheaded the Global Polio Eradication Initiative with the World Health Organization, U.S. Centres for Disease Control and Prevention, UNICEF, and the Bill & Melinda Gates Foundation, that has immunized over 2.5 billion children to date; and

WHEREAS, polio cases have dropped by 99.9 percent from 350,000 in 1988 to 22 in 2017 and the world stands on the threshold of eradicating the disease forever; and

WHEREAS, to date, Rotary has contributed US\$1.8 billion and is working to raise an additional \$150 million to be matched with a \$300 million grant from the Bill & Melinda Gates Foundation; and

WHEREAS, World Polio Day is celebrated around the globe on October 24th. It was established by Rotary International over a decade ago to commemorate the birth of Jonas Salk, who in 1955 led the first team to develop a vaccine against poliomyelitis; and

WHEREAS, there are 50 Rotary Clubs with over 1,450 members in Rotary District 5040 (BC), and 2 Rotary Clubs with over 40 members in Whistler, all committed to the eradication of polio and sponsoring service projects to address such critical issues as poverty, health, hunger, illiteracy, and the environment in their local communities, and abroad.

NOW, THEREFORE, I, Mike Richman, Mayor of the Village of Pemberton and Council do hereby proclaim October 24th, 2020 as

WORLD POLIO DAY

In the Village of Pemberton, and encourage all citizens to join us and Rotary International in the campaign for a polio-free world.



From: Agnes Jackman <[REDACTED]>

Sent: September 10, 2020 7:13 PM

To: dhopkins@oakbay.ca; info@osoyoos.ca; info@parksville.ca; info@peachland.ca; VoP Admin <admin@pemberton.ca>; ask@penticton.ca; info@pittmeadows.ca; citypa@portalberni.ca; info@portalice.ca; cao@portclements.ca; info@portcoquitlam.ca; info@portedward.ca; general@porthardy.ca; reception@portmcneill.ca; sstokes@poucepouce.ca

Subject: COSCO's requests re 2020 UNIDOP to BC city, township, village & district councils

Dear Mayor and Council,

Please refer to the below attachments re the Council of Senior Citizens' Organizations (COSCO) requests in regards to the October 1st, 2020 UN International Day of Older Persons.

Yours truly,

Agnes Jackman, Board Member, COSCO

[REDACTED]



Council of Senior Citizens'
Organizations of B.C.

Representing Seniors since 1950

www.coscobc.org

September 2, 2020

Dear Mayor and Council,

Re: **Observation of the UN International Day of Older Persons -October 1st**

Established in 1950, the Council of Senior Citizens' Organizations (COSCO) of BC is an umbrella, volunteer run organization made up of many seniors' organizations and individual associate members. Registered under the Societies Act since 1981, COSCO has grown and now represents approximately 80,000 seniors in BC.

Our mandate is to promote the well-being of seniors and their families, advocating for policies that allow seniors to remain active, independent, and fully engaged in the life of our province. The organization is non-partisan, but politically active, advocating for seniors' needs no matter who is in power. Our motto is "Plan with seniors not for them".

COSCO invites you, the civic leaders to help celebrate the

UN International Day of Older Persons (UNIDOP) 2020

Theme: "Pandemics: Do They Change How We Address Age and Aging?"

"The year 2020 marks the 75th Anniversary of the United Nations and the 30th Anniversary of the International Day of Older Persons (UNIDOP). This year has also seen an emergence of COVID-19, that has caused an upheaval across the world. Considering the higher risks confronted by older persons during the outbreak of pandemics such as COVID-19, policy and programmatic interventions must be targeted towards awareness of their special needs. Recognizing older persons contributions to their own health and the multiple roles they play in the preparedness and response phases of current and future pandemics is also important." (United Nations For Ageing)

"The UNIDOP 2020 event will also promote the *Decade of Healthy Ageing (2020-2030)* and help to bring together UN experts, civil society, government and the health professions to discuss the five strategic objectives of the *Global Strategy and Action plan on Aging and Health* while noting the progress and challenges in their realization." (United Nations For Ageing)

"The objectives of UNIDOP 2020 are to:

- 1) Inform participants about the strategic objectives for the Decade of Healthy Ageing
- 2) Raise awareness of the special health needs of older persons and of their contributions to their own health and to the functioning of the societies in which they live
- 3) Increase awareness and appreciation of the role of the health care workforce in maintain-

ing and improving the health of older persons, with special attention to the nursing profession

- 4) Present proposals for reducing the health disparities between older persons in the developed and developing countries, so as to “Leave no one behind”
- 5) Increase understanding of the impact of COVID-19 on older persons and its impact on health care policy, planning, and attitudes.” (United Nations For Ageing)

Two ways that we ask you to consider to celebrate the IDOP are:

- 1) Publicly proclaim/declare your support of the IDOP 2020 (Please refer to attached sample proclamation.)
- 2) Prominently display the UNIDOP flag for October 1st 2020 if you have one

We are pleased that for the past two years, the Province of British Columbia proclaimed that October 1st would be known as “International Day of Older Persons”. They have been asked by COSCO to do so again this year. We would like the BC city, township, village and district councils to follow suit. For those councils that are able, declarations are preferred over proclamations as they are ongoing. Please let us know if your council has already made a declaration in the past and if you will be making either an IDOP proclamation or declaration for IDOP 2020 and if you will be flying the UNIDOP flag this year.

If there is any question about this request, please contact Agnes Jackman at cell# 604-376-5188; 821 20th Street, New Westminster, BC, V3M 4W7; or agnes.jackman@gmail.com.

Thank you for your consideration.

Yours truly,

Agnes Jackman, Board Member, COSCO

United Nations International Day of Older Persons, October 1, 2020

Draft Proclamation:

WHEREAS this 30th Anniversary of the United Nations International Day of Older Persons (UNIDOP) celebrates the importance of the 72nd anniversary of the Universal Declaration of Human Rights and reaffirms the commitment to promoting the full and equal enjoyment of all human rights and fundamental freedoms by older persons, and

WHEREAS the 2020 International Day of Older Persons has as its theme “Pandemics: Do They Change How We Address Age and Aging?” and focuses on raising awareness of the needs of older persons and of their contributions to their own health and to the functioning of the societies in which they live, and

WHEREAS growing older does not diminish a person’s inherent dignity and fundamental rights, and

WHEREAS more than 40 years after the adoption of the Universal Declaration of Human Rights, issues of human rights for older persons were taken up in 1991 in the formulation of the United Nations Principles for Older Persons, which provided guidance in the areas of independence, participation, care, self-fulfillment and dignity, and

WHEREAS in 2002, governments for the first time agreed to link questions of aging to other frameworks for social and economic development and human rights, and

WHEREAS the interdependence between older persons’ social integration and the full enjoyment of their human rights cannot be ignored, as the degree to which older persons are socially integrated will directly their dignity and quality of life;

NOW KNOW YE THAT, We do by these presents proclaim and declare that October 1, 2020 shall be known as

“International Day of Older Persons”

in the _____.

Respectfully submitted by,
Agnes Jackman, COSCO Board Member

Jordan Sturdy
Member of Legislative Assembly
West Vancouver – Sea to Sky
Jordan.sturdy.MLA@leg.bc.ca

Seeking Childcare

Two words that I have spoken too often lately and now it's time to write them down. I write to Jordan Sturdy, my representative at the level of government primarily responsible for overseeing child care services; however, I do not want to overlook the roles that my local and federal governments can also play in addressing this issue, so you're included too.

I write with an acknowledgement that there is a lot going on, a lot up in the air right now, but I also acknowledge that this current context allows for, and requires, a rethinking and reworking of the status quo. And while this reworking is taking place, I ask you to reimagine the provision of childcare services in the Sea to Sky Corridor.

Why? Because there isn't any and we need it. Why? To take the words of Anand Giridharadas, in his reference to Sheryl Sandberg's "Lean In" manifesto, patriarchy is more than a posture problem; the real way to create female empowerment includes universal family leave and universal daycare.

COVID-19 and the federal government's associated Canadian Emergency Response Benefit have shone a light on the challenges of remaining in the workforce while also being responsible for the care of a dependent. The recent shifting of demands on families has also highlighted our country's gender wage gap and the negative feedback loop that it creates.

My family is feeling very fortunate in that we recently retained the services of a private nanny in advance of my return to work. However, when we were unsure if we would be able to secure childcare, we had to consider the possibility of one of us taking a step back from work. In our (not unique) heterosexual partnership, it would have been me (the mother and lower income earner), who likely would have stepped back from my professional role. How does this not further perpetuate the lack of women in senior leadership positions across our country?

I won't inundate you with examples of other countries, or provinces, that are doing it better, but we all know that it has been, it can be, and it needs to be, done better.

How can we attract and retain qualified staff and create better access to facilities for childcare purposes? I turn to each level of government that represents me to please turn your minds to this issue.

Thank you for your time in hearing my concerns and take care.

Sincerely,

Brooke Browning

[REDACTED]

Pemberton, British Columbia
V0N 2L0
(Electoral Area C, Squamish-Lillooet Regional District)

cc:

Mike Richman
Mayor & Councillors
Village of Pemberton
mrichman@pemberton.ca

Tony Rainbow
Chair & SLRD Directors
Regional District of Squamish-Lillooet
trainbow@slrd.bc.ca

Patrick Weiler
Member of Parliament, West Vancouver – Sunshine Coast – Sea to Sky Country
Patrick.weiler@parl.gc.ca



Jonathan X. Côté
Mayor

September 15, 2020

The Honourable John Horgan, MLA
Premier of British Columbia
West Annex, Parliament Buildings
Victoria, BC V8V 1X4

Via Email: Premier@gov.bc.ca

Dear Premier,

Re: Universal access to no-cost prescription contraception

At a meeting on September 14, 2020, New Westminster City Council passed the following resolution:

WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and

WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and

WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uteruses (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

THEREFORE BE IT RESOLVED

THAT the City of New Westminster write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: Hon. Carole James, Minister of Finance, FIN.Minister@gov.bc.ca
Hon. Adrian Dix, Minister of Health, HLTH.Minister@gov.bc.ca
Hon. Judy Darcy, MLA, New Westminster, judy.darcy.MLA@leg.bc.ca
Jas Johal, MLA, Richmond-Queensborough, jas.johal.MLA@leg.bc.ca
All BC Municipalities

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

September 17, 2020

Dear Friends & Neighbours,

As we move into the fall and the world continues to deal with the impacts of COVID-19, the Government of Canada remains focused on keeping Canadians safe and healthy, while continuing to ensure they have the supports needed during this global health and economic crisis.

This week, we shared the details of the investments that will be made through the [Safe Restart Agreement](#), which will provide continued support to Canadians, as we safely restart our economy and build a more resilient Canada.

Through the Agreement, [reached earlier this summer](#), the Government of Canada announced over \$19 billion in federal funding to help provinces and territories safely restart the economy. Provinces and territories were asked to outline in a letter how these funds would best be allocated within their jurisdictions, based on their priorities. The premiers have now submitted the [letters](#) and the federal funding will be transferred to the provinces and territories.

The Safe Restart Agreement includes investments in priority areas for the next six to eight month timeframe, including:

- Helping municipalities deliver key services including public transit;
- Increasing testing and contact tracing and data management;
- Additional support for provincial and territorial health care systems, including challenges related to mental health, substance abuse, and homelessness;
- Securing personal protective equipment for frontline healthcare workers and businesses;
- Supporting the most vulnerable, including seniors in long-term care facilities and nursing homes;
- Ensuring safe child care is available so parents can return to work; and
- Supporting people who do not have paid sick leave.

Here in British Columbia, the Safe Restart Agreement will provide \$404.5 million in funding to support measures to increase testing and contact tracing to protect Canadians from future waves of the virus. \$161.8 million will help support the capacity of our health care systems, including through services for people facing mental health challenges. The federal government will also provide funding for BC municipalities with \$809.6 million for the delivery of essential services, including \$540 million for public transit, while providing \$404.5 million to secure a reliable source of personal protective equipment for essential workers.

Constituency Ottawa

6367 Bruce Street Suite 282, Confederation Building
West Vancouver 229 Wellington Street, Ottawa
British Columbia V7W 2G5 Ontario K1A 0A6
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton
Regular Council Meeting No. 1523
Tuesday, October 6, 2020
105 of 114

The Agreement will also provide direct support to Canadian workers, including \$82.7 million for safe childcare to help parents returning to work. It will also provide income support for people without paid sick leave and take steps through a \$100 million investment to protect the most vulnerable, like Canada's seniors.

For further funding details on the Safe Restart Agreement here in British Columbia, [please see Premier Horgan's response letter](#) to the Prime Minister.

As we continue to deal with the health and economic challenges of the pandemic here in our province and across Canada, the federal government will continue to invest in Canadians. Together, we will build a more resilient Canada – one that is healthier and safer, cleaner and more competitive, and fairer and more inclusive for everyone.

If you have any questions about the Safe Restart Agreement and how it impacts our communities, please do not hesitate to reach out. I am happy to discuss any and all issues as we work together to restart our economy and keep Canadians safe and healthy.

Sincerely,

A handwritten signature in blue ink, appearing to be 'P. Weiler', written in a cursive style.

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

September 30, 2020

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

**RE: 2019 Structural Flood Mitigation – Approval Agreement & Terms of
Conditions of Funding**

Dear Mayor Richman and Council,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2019 Structural Flood Mitigation funding stream.

I am pleased to inform you that the Evaluation Committee has approved funding for your revised project, *The Arn Canal Integrated Flood Mitigation Project*, in the amount of **\$750,000.00**.

After this Approval Agreement has been signed and returned, a payment in the amount of **\$375,000.00** will follow by electronic funds transfer. This amount represents 50% of the total approved grant. The balance of funding will be available after a satisfactory final report and financial summary has been submitted to UBCM and reviewed and approved by Emergency Management BC.

The Ministry of Public Safety and Solicitor General has provided funding for this program and the general Terms & Conditions for this grant are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO, Band Manager, or designate and returned to UBCM.
- (2) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in the budget that was approved as part of your application. Note, operational and maintenance activities are not eligible expenditures, and remain the responsibility of the applicant upon project completion.
- (3) All project activities must be completed within 24 months and no later than September 30, 2022.
- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than October 31, 2022.

- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.
- (6) As a condition of grant approval, all approved applicants may be required to meet with Emergency Management BC and/or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (e.g. GeoBC and the Deputy Inspector of Dikes for the region), or designate, to discuss the project prior to commencing work.
- (7) Where applicable, projects must be completed to acceptable provincial and professional standards, including:
 - Provincial Flood Hazard Area Land Use Management Guidelines
 - Seismic Design Guidelines for Dikes
 - Dike Design & Construction Guidelines
 - Section 3.4 of Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0
 - Specifications for LiDAR For the Province of British Columbia
 - Specifications for the Production of Digital Elevation Models for the Province of British Columbia
- (8) Where applicable, approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using CEPF funding.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the Village of Pemberton for responding to this opportunity to undertake projects that mitigate and prepare for flood events.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
Program Officer

cc: *Jill Brooksbank, Senior Communications & Grants Coordinator*
Nikki Gilmore, Chief Administrative Officer

Enclosure

Approval Agreement (to be signed by the CAO, Band Manager or designate)

I, _____, have read and agree to the general Terms & Conditions and the requirements for funding under the 2019 Structural Flood Mitigation funding stream.

Signature

Date

Please return a scanned copy of this signed Approval Agreement to cepf@ubcm.ca

Fran and Bill Cuthbert

Pemberton B.C.
V0N 2L0

October 1,2020

Chair and Board of Trustees
School District 48
P.O. Box 250
37866 – 2nd Ave.,
Squamish B.C.
V8B 0A2

Via Electronic Mail

Dear Chair and Board of Trustees:

Re:1409 Poplar Street (1400 Oak Street), Pemberton

It has come to our attention the Building Permit has been issued for construction at 1409 Poplar Street. As the only direct neighbor to the property, we have several concerns and questions in regard to the development and construction on the property.

Last fall we attended a Village of Pemberton council meeting and expressed concerns and questions in regard to the rezoning and development of this property. To date we have received no communication, from either the school district or the Village of Pemberton. We find this unacceptable and disrespectful as the adjacent property owners.

The project was presented to the Village of Pemberton, and the public, as a “wonderful education opportunity”. We find this questionable as we understand that Pemberton Secondary has a very low enrollment, and the teacher for the carpentry course is no longer working at the school as a result. How can this be an “educational opportunity” at this time? We are of the opinion that having hired a general contractor for the project the School District is now in the real estate business of developing land and building.

Regarding the construction, we have the following questions and concerns:

- What is the timeline for the project, when is the start date and duration of the project?
- Hours of work, respecting our home life
- Access to the property
- Where is the parking? Not on the street as this will block the intersection of Poplar and Aspen Boulevard
- Who will enforce the parking and delivery of materials?
- Protection of our property from construction
- Fencing between the 1409 and 1411 Poplar?
- There is an easement between the 2 lots, how will this be distinguished?
- How many students will be working on the project and for how long for the “wonderful education opportunity”?

As the adjacent property owner's, we should be informed of the start date, the duration of construction and the plan for the work.

We would greatly appreciate information and answers to the above questions.

Sincerely,

Fran and Bill Cuthbert
[REDACTED], Pemberton
[REDACTED]

Copy:
Trustee Dave Walden
Village of Pemberton, Mayor and Council
Nolan Cox, Information and Technology School District 48

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: October 1, 2020 10:34 AM
To: VoP Admin <admin@pemberton.ca>
Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare

VIA E-MAIL
Ref: 244644

His Worship Mayor Mike Richman and Council
Village of Pemberton
E-mail: admin@pemberton.ca

Dear Mayor Richman and Council:

What a year so far! With a global pandemic being the centre of attention for most of this year, I am happy to move the focus back to a familiar month of gratitude. I am pleased to announce that October will once again be declared Foster Family Month in British Columbia. It is my particular honour this year to celebrate the 30th year of Foster Family Month proclamations. Some members of your community have been foster parents for those 30 years, and some are brand new. All are critically important to the health and safety of our province's most vulnerable children.

As the Provincial Director of Child Welfare, I am pleased to acknowledge, with deep gratitude, the many caregivers who have given their time and love to raising young people in British Columbia. This month, we recognize their dedication to improving the lives of those children who need them, and who may continue to need them as they grow.

This year has been challenging, both globally and provincially. I know that the pandemic has been difficult for most British Columbians, and most certainly for these caregivers, who have taken on the additional challenge of conducting visits with social workers and families virtually. Last year, Government announced an increase to the Family Care Rate in February, and although this will have helped to lessen the stress of this year for caregivers, we know there is more work to do. The pandemic has shown us that we need to continue being creative in finding solutions to support caregivers, children, and families.

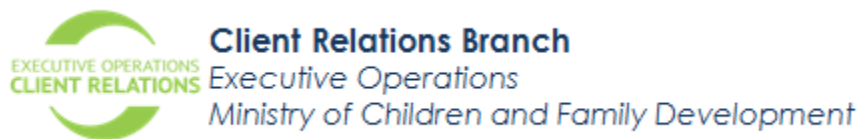
Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a caregiver is. Please make time to honour the incredible individuals and households who are dedicated around the clock to ensure children and youth in care are safe and cared for. Although the global pandemic has halted in-person festivities, I invite you to find new ways to champion and promote the hard work of these caregivers in your community.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing the extended family and foster caregivers in your community.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Sent on behalf of the Provincial Director by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

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*