

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, November 3, 2020 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1526.

*"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](#).**

---

<b>Item of Business</b>	<b>Page No.</b>
-------------------------	-----------------

**1. 9:00 A.M. CALL TO ORDER REGULAR MEETING**

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

**2. APPROVAL OF AGENDA**

**Recommendation:** THAT the Agenda be approved as presented.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1525, Tuesday, October 20, 2020**

**5**

**Recommendation:** THAT the minutes of Regular Council Meeting No. 1525, held Tuesday, October 20, 2020, be adopted as circulated.

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

None

**6. RISE WITH REPORT FROM IN CAMERA**

There is no rise with report.

**7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE held Tuesday, October 6, 2020**

**The Committee of the Whole made the following recommendations to Council for consideration and approval:**

**Recreation Site Naming:**

**Recommendation One:** THAT the naming of Village of Pemberton recreation assets be considered on a case by case basis.

**Recommendation Two:** THAT the future amenity building at the Recreation Site be named to recognize contributions of the Rotary Club of Pemberton.

**Recommendation Three:** THAT Staff correspond with the Den Duyf family to suggest recognition of their donation through naming of the Recreation Site, including a suggestion to change the name of Sabre Way.

## 8. COMMITTEE MINUTES - FOR INFORMATION

None

## 9. DELEGATION

There are no delegation presentations.

## 10. REPORTS

### a) Office of the Chief Administrative Officer

#### i. Evacuation Route Planning Funding Stream Grant Application 17

**Recommendation:** THAT Council supports an application to UBCM's Evacuation Route Planning funding stream for funding, in the amount of \$25,000, to undertake a joint project for an evacuation exercise in the Pemberton Valley and Squamish floodplain to test existing evacuation planning assumptions.

#### ii. Boundary Extension Redefinition – Verbal Update 20

**Correspondence from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing, dated September 18, 2020, regarding the Village of Pemberton Boundary Extension Re-definition to address an inadvertent boundary exclusion during the 2011 Boundary Extension.**

**Recommendation:** THAT Council receives the Correspondence from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing, dated September 18, 2020, regarding the Village of Pemberton Boundary Extension Re-definition to address an inadvertent boundary exclusion during the 2011 Boundary Extension.

**AND THAT** consultation be initiated with the Squamish-Lillooet Regional District and Lil'wat Nation respecting the re-definition.

#### iii. COVID-19 Pandemic – Safety Messaging – Verbal Update

**Recommendation:** THAT the verbal report be received.

#### iv. CleanBC Communities Fund Grant Application – Sea to Sky Corridor Electric Vehicle Charging Network Expansion Project– Verbal Update 23

**Recommendation:** THAT the Village of Pemberton submit a joint application with the Resort Municipality of Whistler, District of Squamish and Lil'wat Nation for grant funding for the Sea to Sky Corridor Electric Vehicle Charging Network Project through the ICIP-Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund;

**AND THAT** if the grant application is successful the Village commits to funding its share of the project, in an amount up to \$20,000, over the next four (4) years.

**b) Operations Department**

**i. Standby Generator for Wellhouse**

**23**

**Recommendation One:**

**THAT** \$192,000.00 from the Water Service capital budget be amended to allocate funds toward the purchase, construction and installation of a standby generator for the Village Wellhouse and Pumping Station.

**Recommendation Two:**

**THAT** Staff be directed to prepare an amendment to the 2020 - 2024 Five (5) Year Financial Plan Bylaw No. 879, 2020 to accommodate the reallocation of \$192,000.000 from the Water Service Capital Budget to purchase, construct and install a standby generator for the Village Wellhouse and Pumping Station.

**11. BYLAWS**

**a) Bylaw for Second and Third Reading**

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

**27**

**Recommendation One:** **THAT** Council support the proposed fee increases outlined in this report, as per Schedule "A" of the Village of Pemberton Development Procedures Bylaw No. 887, 2020;

**Recommendation Two:** **THAT** Development Procedures Bylaw No. 887, 2020 receive Second reading, as amended.

**Recommendation Three:** **THAT** Development Procedures Bylaw No. 887, 2020 receive Third reading.

**b) Bylaws for Adoption**

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

**49**

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

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

**52**

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

**iii. Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Housekeeping) Bylaw No. 890, 2020**

**54**

**Recommendation:** **THAT** Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Housekeeping) Bylaw No. 890, 2020, receive Fourth and Final Readings

**12. MAYOR'S Report**

**13. COUNCILLORS' Reports**

**14. CORRESPONDENCE**

**a) For Action**

None

**b) For Information**

- i. Correspondence from John Allan, Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated October 22, 2020, in response to meetings held at the Union of British Columbia Municipalities Meeting in September. 62**
- ii. Correspondence from Rebecca Bishop, Program Officer, Union of British Columbia Municipalities, dated October 26, 2020, regarding completion of the 2019 CEPF: Emergency Operations Centre & Training – EOC Improvements grant to the Village of Pemberton. 64**
- iii. Correspondence from Lori Halls, Deputy Minister, Emergency Management BC, dated October 27, 2020, in response to meetings held at the Union of British Columbia Municipalities meetings in September. 65**

**Recommendation: THAT** the correspondence be received.

**15. DECISION ON LATE BUSINESS**

**16. LATE BUSINESS**

**17. NOTICE OF MOTION**

**18. QUESTION PERIOD**

**67**

**19. IN CAMERA**

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) Labour Relations 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, October 20, 2020 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1525.

---

**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  
Lisa Pedrini, Manager of Development Services  
Christine Burns, Manager of Recreation  
Lena Martin, Manager of Finance  
Joanna Rees, Planner  
Matt Rempel, Planning & GIS Technician  
Gwendolyn Kennedy, Building and Planning Clerk  
Elysia Harvey, Legislative Assistant

**PUBLIC:** 4

**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 9:14 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. DEVELOPMENT VARIANCE PERMIT**

#### **a) Presentation of Development Variance Permit No. 126 – 1441 Vine Road**

##### **Opportunity for public input:**

Isabella Cerelli, agent for the Applicant, noted her attendance and provided an introduction.

Moved/Seconded

**THAT** Development Variance Permit No. 126 be approved as presented.

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

**CARRIED**

### **4. ADOPTION OF MINUTES**

#### **a) Regular Council Meeting No. 1523, Tuesday, October 6, 2020**

Moved/Seconded

**THAT** the resolution for item 11 a) iii. of the minutes of Regular Council Meeting No. 1523, held Tuesday, October 6, 2020, be amended as follows:

Moved/Seconded

**THAT** an application to the Rural and Northern Development Infrastructure Program for the development of a Multi-Modal Transportation Hub for up to \$1.9 million dollars be supported.

**CARRIED**

**CARRIED**

#### **b) Special Council Meeting No. 1524, Tuesday, October 13, 2020**

Moved/Seconded

**THAT** the minutes of the Special Council Meeting No. 1524, held Tuesday, October 13, 2020, be adopted as presented.

**CARRIED**

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

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

### **6. RISE WITH REPORT FROM IN CAMERA**

There was no rise with report.

## 7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

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

## 8. COMMITTEE MINUTES - FOR INFORMATION

None

## 9. DELEGATION

There were no delegation presentations.

## 10. REPORTS

### a) Office of the Chief Administrative Officer

#### i. Verbal Report

#### **Tourism Pemberton Request for Letter of Support**

CAO Gilmore introduced a letter received by Tourism Pemberton, dated October 16, 2020, seeking the Village's support for a grant application to the Community Economic Recovery Infrastructure Program for installation of washroom facilities at several proposed locations in the Pemberton area.

Moved/Seconded

**THAT** a letter of support be provided to Tourism Pemberton for their grant application to the Community Economic Recovery Infrastructure Program for washroom facilities at sites one (1) through six (6).

**AND THAT** Tourism Pemberton be advised that support is contingent on support from other jurisdictions, funding being secured in advance for the on going maintenance of the facilities and confirmation that the disposal of blackwater will be at Provincially monitored facilities.

**CARRIED**

Moved/Seconded

**THAT** Tourism Pemberton be advised that sites seven (7), One Mile Lake dog beach area, and eight (8), soccer field at the Village's Recreation Site, be removed from the application as site seven does not align with the One Mile Lake Master Plan and upcoming development at the recreation site precludes the need for a facility in this location.

**CARRIED**

**ii. Community Economic Recovery Infrastructure Program Applications**

Moved/Seconded

**THAT** the Village of Pemberton apply to the Community Economic Recovery Infrastructure Program for up to \$677,000 for the construction of the Pemberton Farm Road East Multi-Use Path.

**CARRIED**

Moved/Seconded

**THAT** the Village of Pemberton apply to the Community Economic Recovery Infrastructure Program for up to \$1 million dollars for the construction of the Pemberton & Area Mountain Bike Skills Park.

**CARRIED**

**b) Corporate & Legislative Services**

**i. 2021 Council Meeting Schedule**

Moved/Seconded

**THAT** the 2021 Regular Council Meeting schedule be established as follows:

<b>DATE</b>	<b>TIME</b>
Tuesday, January 12 <sup>th</sup>	5:30 PM
Tuesday, February 2 <sup>nd</sup>	5:30 PM
Tuesday, February 15 <sup>th</sup>	9:00 AM
Tuesday, March 2 <sup>nd</sup>	5:30 PM
Tuesday, March 15 <sup>th</sup>	9:00 AM
Tuesday, April 13 <sup>th</sup>	5:30 PM
Tuesday, April 27 <sup>th</sup>	9:00 AM
Tuesday, May 11 <sup>th</sup>	5:30 PM
Tuesday, June 1 <sup>st</sup>	5:30 PM
Tuesday, June 15 <sup>th</sup>	9:00 AM
Tuesday, July 13 <sup>th</sup>	5:30 PM
Tuesday, July 27 <sup>th</sup>	9:00 AM
Tuesday, August 31 <sup>st</sup>	5:30 PM
Tuesday, September 21 <sup>st</sup>	5:30 PM
Tuesday, October 5 <sup>th</sup>	5:30 PM
Tuesday, October 19 <sup>th</sup>	9:00 AM
Tuesday, November 2 <sup>nd</sup>	5:30 PM
Tuesday, November 16 <sup>th</sup>	9:00 AM
Tuesday, December 7 <sup>th</sup>	5:30 PM

**CARRIED**



**ii. 2021 Committee & Liaison Appointments**

**Emergency Planning & Operations Committee:**

Moved/Seconded

**THAT** Councillor Noble be re-appointed as the Village of Pemberton representative to the Emergency Planning & Operations Committee.

**CARRIED**

**Parcel Tax Review Panel:**

Moved/Seconded

**THAT** Councillor Antonelli, Councillor Noble and Councillor Zant be re-appointed as the Village of Pemberton representatives to the Parcel Tax Review Panel.

**CARRIED**

**Cemetery Committee:**

Moved/Seconded

**THAT** Councillor Zant be re-appointed as the Village of Pemberton representative to the Cemetery Committee

**AND THAT** Councillor Antonelli be re-appointed as the Village of Pemberton alternate representative to the Cemetery Committee.

**CARRIED**

**Squamish-Lillooet Regional District Board Appointment:**

Moved/Seconded

**THAT** Mayor Mike Richman be re-appointed as the Village of Pemberton representative to the Squamish-Lillooet Regional District Board;

**AND THAT** Councillor Ryan Zant be re-appointed as the Village of Pemberton alternate to the Squamish-Lillooet Regional District Board.

**CARRIED**

**Pemberton Valley Utilities and Services Committee:**

Moved/Seconded

**THAT** Mayor Mike Richman and Councillor Ryan Zant be re-appointed as the Village of Pemberton representatives to the Pemberton Valley Utilities & Services Committee.

**CARRIED**

**Pemberton Lillooet Treaty Advisory (PLTAC):**

Moved/Seconded

**THAT** Mayor Mike Richman be re-appointed as the Village of Pemberton representative to the Pemberton Lillooet Treaty Advisory Committee;

**AND THAT** Councillor Ryan Zant be re-appointed as the Village of Pemberton alternate to the Pemberton Lillooet Treaty Advisory Committee.

**CARRIED**

**Sea to Sky Regional Hospital District Board:**

Moved/Seconded

**THAT** Mayor Mike Richman be re-appointed as the Village of Pemberton representative to the Sea to Sky Regional Hospital District Board;

**AND THAT** Councillor Ryan Zant be re-appointed as the Village of Pemberton alternate to the Sea to Sky Regional Hospital District Board.

**CARRIED**

**Pemberton & District Library Board:**

Moved/Seconded

**THAT** Councillor Zant be appointed as the Village of Pemberton representative to the Pemberton & District Library Board;

**AND THAT** Councillor Noble be re-appointed as the Village of Pemberton alternate to the Pemberton & District Library Board.

**CARRIED**

**Municipal Insurance Association of BC:**

Moved/Seconded

**THAT** Councillor Craddock be re-appointed as the Village of Pemberton representative to the Municipal Insurance Association of BC;

**AND THAT** Councillor Antonelli be re-appointed as the Village of Pemberton alternate to the Municipal Insurance Association of BC.

**CARRIED**

**Spelkúmtn Community Forest Board:**

Moved/Seconded

**THAT** Mayor Mike Richman and Councillor Ted Craddock be re-appointed as the Village of Pemberton representatives to the Spelkúmtn Community Forest Interim Board.

**CARRIED**

**Liaison to other Community Committees:**

Moved/Seconded

**THAT** Councillor Noble be named as liaison to the Squamish-Lillooet Regional District Agriculture Advisory Committee;

**AND THAT** Councillor Noble be named as liaison to the Pemberton Valley Trails Association;

**AND THAT** Councillor Antonelli be named as liaison to Tourism Pemberton

**AND THAT** Councillor Craddock be named as liaison to the Pemberton Valley Dyking District.

**CARRIED**

Moved/Seconded

**THAT** the 2021 Acting Mayor Schedule be approved as established in 2020.

**CARRIED**

**c) Finance Department**

**i. Municipal Finance Authority Equipment Financing – Recreation Services Truck**

Moved/Seconded

**THAT** authorization be granted for up to \$20,516 be borrowed, under Section 178 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of a Recreation Services Truck;

**AND THAT** the loan be repaid within three (3) years, with no rights of renewal.

**CARRIED**

**d) Development Services**

**i. Official Community Plan Amendment – Early and Ongoing Consultation**

Moved/Seconded

**THAT** in consideration of the obligations under Section 475 of the *Local Government Act* with respect to the Official Community Plan amendment application by on Lot 3, DL 203, LLD, Plan 12807, a request be made that the Applicant organize, advertise, and host at least one (1) public information meeting prior to consideration of First and Second reading of the forthcoming OCP amending bylaw.

**CARRIED**

Moved/Seconded

**THAT** in consideration of Section 475 of the *Local Government Act* Staff be directed to consult with the following organizations before consideration of First and Second Reading to the forthcoming OCP amending bylaw:

- Lil'wat Nation
- Ministry of Transportation and Infrastructure
- Ministry of Education
- Squamish Lillooet Regional District
- Pemberton Valley Dyking District
- CN Rail
- School District No. 48 – Sea to Sky
- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro

**CARRIED**

## ii. Major Development Permit – ‘Elevate at Sunstone’ – Amendment

The Applicant requested an opportunity to speak to Council respecting the application.

Moved/Seconded

**THAT** the Applicant, Cam McIvor, for the Major Development Permit Amendment (DP No. 083) application be invited to provide comment for Council's consideration.

**CARRIED**

Moved/Seconded

**THAT** the Major Development Permit Amendment (DP No. 083) Application be referred back to Staff to address further considerations with respect to:

- Visitor Parking allocation
- North/South Pedestrian Connectivity to common areas outside the development
- Diversity in the look of units
- Screening and visual impacts of the proposed retaining walls
- and how the Development Permit Area Guidelines are being addressed.

**CARRIED**

**e) Recreation Department**

**i. Recreation Services COVID-19 Pandemic Response Update**

Moved/Seconded

**THAT** the Recreation Services COVID-19 Response Update be received.

**CARRIED**

**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**

Moved/Seconded

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

**CARRIED**

**ii. Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Housekeeping) Bylaw No. 890, 2020**

Moved/Seconded

**THAT** Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Housekeeping) Bylaw No. 890, 2020, receive First, Second and Third Readings.

**CARRIED**

**b) Bylaw for Third Reading**

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

Moved/Seconded

**THAT** Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment Bylaw (Child Care Centre) No. 889, 2020, receive Third Reading.

**CARRIED**

**12. MAYOR'S Report**

Mayor Richman reported on the following:

Pemberton Valley Utilities & Services Committee Meeting, October 8, 2020:

- Second quarter financials
- Recreation Service update
- Bike Skills Park grant applications discussion
- Crown Land tenure application for blacktrail meadows
- Clover Road extension project
- Approval of Pemberton Valley Master Trails Plan
- Application to the Pemberton & District Initiative Fund (PDIF) from École la Vallée
- Allocation from PDIF for the annual community fireworks display

Pemberton Valley Emergency Management Committee:

- Arn Canal project
- Monitoring gauges for the Ryan River and cost sharing agreement with Water Survey of Canada
- Joint initiative with Lil'wat Nation on beaver dam remediation work on the Grandmother Slough
- Monitoring of water levels on the Birkenhead River near Highway 99
- Dyke improvements conducted by Lil'wat Nation at the pole yard
- Mount Currie Mountain monitoring project by Simon Fraser University is underway and first report on findings will be presented in the coming months.
- Pemberton Valley Dyking District to explore possible options for Lillooet River sediment removal at different locations to improve efficiency.

### 13. COUNCILLOR'S Report

#### **Councillor Craddock**

Councillor Craddock reported on the recent Pemberton Valley Dyking District Meeting, including confirmation of non-market value for sediment removed from the Lillooet River and announcement of the upcoming Annual General Meeting on November 5<sup>th</sup>, 2020.

**Councillor Noble did not report.**

**Councillor Zant did not report.**

**Councillor Antonelli did not report.**

### 14. CORRESPONDENCE

#### **a) For Action**

There were no correspondence items for action.

**b) For Information**

- i. **Suzanne Robert, Mount Currie, dated October 5, 2020, regarding sidewalk concerns in front of Signal Hill Elementary.**

Moved/Seconded  
**THAT** the correspondence be received.  
**CARRIED**

**15. DECISION ON LATE BUSINESS**

**16. LATE BUSINESS**

**17. NOTICE OF MOTION**

There was no Notice of Motion.

**18. QUESTION PERIOD**

Dan Falloon, Pique Newsmagazine, inquired about the process & stages of the proposed Official Community Plan amendment, recreation truck use, and requested a copy of the letter from Tourism Pemberton.

**19. IN CAMERA**

Moved/Seconded  
**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations 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.  
**CARRIED**

**20. RECESS REGULAR MEETING**

Moved/Seconded  
**THAT** the Regular meeting be recessed.  
**CARRIED**

At 11:27 a.m. the Regular Meeting was recessed.

At 11:38 a.m. the Regular Meeting was reconvened and Council moved In Camera.

**21. MOVE IN CAMERA**

At 11:38 a.m. Council moved In Camera.

**22. RISE FROM IN CAMERA**

At 11:50a.m. Council rose from In Camera without report.

**23. ADJOURNMENT OF REGULAR COUNCIL MEETING**

Moved/Seconded

**THAT** the Regular Council Meeting be adjourned.

**CARRIED**

At 11:50 a.m. the Regular Council Meeting was adjourned.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

DRAFT



**Date:** November 3, 2020  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sarah Toews, Emergency Program Coordinator  
**Subject:** Evacuation Route Planning Funding Stream Application

---

### **PURPOSE**

The purpose of this report is to seek Council support to apply to UBCM's Evacuation Route Planning funding stream to complete a joint project with the Squamish-Lillooet Regional District (SLRD) and the District of Squamish (DOS) for an evacuation exercise in both the Pemberton Valley and the Squamish floodplain affected areas to test existing evacuation route planning assumptions.

### **BACKGROUND**

Evacuation route planning is an important component of emergency management that seeks to minimize the loss of life or harm to the public during major emergencies or disasters.

At the Regular Meeting of Council No. 1482 held Tuesday, November 27, 2018, Staff brought forward a request to Council to apply for a joint application between the SLRD and the Village to UBCM's Evacuation Route Planning Grant to complete traffic modelling and mapping to support the development of the Pemberton Valley Integrated Flood Response Plan. At that meeting, the following resolution was passed:

*Moved/Seconded*

***THAT*** Council supports a joint application, with the SLRD and Lil'wat Nation, to UBCM's Evacuation Route Planning Grant program for up to \$70,000 to undertake an Evacuation Route Plan for the Pemberton Valley.

**CARRIED**

The Village was successful in receiving grant funding through this program and retained ISL Engineering to undertake the works to develop an Evacuation Route Plan for the Pemberton Valley.

In February 2020, the SLRD and the Village received the final Evacuation Route Plan. The Plan includes traffic modeling and mapping and outlines an estimate on how long it would take to evacuate the Pemberton Valley under several different scenarios. A joint exercise will test and validate these assumptions and feed into the updates and developments of the operational components of Evacuation Plans in the SLRD, DOS and the Village.

The finalized Plan will be brought to Council for adoption on the data that has been validated through the joint exercise.

## **DISCUSSION & COMMENTS**

The goal of the joint evacuation exercise is to test and validate the most effective routes that minimize evacuation time for our communities.

The scope of this project includes a joint exercise focusing on evacuation in the Pemberton Valley and Squamish floodplain affected areas to test existing evacuation assumptions. Economies of scale are expected from the collaboration across three (3) jurisdictions and by holding essentially the same exercise in two locations. Results of these exercises will feed into updates and the developments of Evacuation Plans in the SLRD, the DOS and the Village.

## **COMMUNICATIONS**

There are no communications considerations at this time.

## **LEGAL CONSIDERATIONS**

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

## **IMPACT ON BUDGET & STAFFING**

The Evacuation Route Planning funding stream can contribute to 100% of the cost of eligible activities to a maximum of \$25,000. If the proposed application is successful, 100% of costs related to the project will be covered by the grant.

Staff time to undertake project development and consultations will be required and can be accommodated within the work plan of the Emergency Program Coordinator.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

This initiative does not have an interdepartmental impact.

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

The joint project is in collaboration between the SLRD, the DOS and the Village and will provide an opportunity for the region to be involved in an evacuation focused exercise. The project also intends to include neighbouring jurisdictions such as Lil'wat Nation and Squamish Nation as key stakeholders in this project.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Council supports an application to UBCM's Evacuation Route Planning funding stream for funding, in the amount of \$25,000, to undertake a joint project for an evacuation exercise in the Pemberton Valley and Squamish floodplain to test existing evacuation planning assumptions.

Prepared by:	Sarah Toews, Emergency Program Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Ref: PEM-06

September 18, 2020

Nikki Gilmore  
Chief Administrative Officer  
Village of Pemberton  
Box 100, Pemberton, BC, V0N 2L0

Re: Village of Pemberton Boundary Re-definition

Dear Nikki Gilmore:

Thank you for bringing to the Ministry's attention that Lot 1, Lot 210, Plan 22407, Lillooet District was inadvertently excluded from the Village of Pemberton (Village) boundary during the 2011 boundary extension project.

As we discussed during our conference call of August 11, 2020 with yourself, Dan Huang from Urban Systems and Ministry staff, the Ministry has committed to undertake a project to re-define the Village boundary to include Lot 1, Lot 210, Plan 22407 within the Village boundary as originally intended.

In terms of our agreed upon next steps, it is my understanding that the Village would do some initial outreach with the Lil'wat Nation given the nearby location of Mt. Currie IR 1 to the property in question as well as indicate to the Squamish-Lillooet Regional District (SLRD) that the Village and Ministry are looking to collectively resolve this matter in the near future.

Since our call, I have confirmed that the appropriate path forward is for the Ministry to propose to Cabinet the redefinition of the Village boundary under s.16(1)(b) and 16(1)(d) of the *Local Government Act*. Attached please find an updated map (marked Draft) of the Village boundary that shows Lot 1, Lot 210, Plan 22407 to now be included within the Village's boundary – I have also attached the corresponding SLRD Electoral Area C map showing the re-alignment of its boundary to now exclude Lot 1, Lot 210, Plan 22407.

Once you have had the opportunity to raise the issue with the Lil'wat Nation, the Ministry will send a referral letter to formally indicate that a boundary re-definition is being initiated and to gather any feedback they may have on this matter.

...2

Nikki Gilmore  
Page 2

I look forward to working with you, Dan Huang of Urban Systems Ltd. and the Lil'wat Nation in resolving this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marijke Edmondson', written in a cursive style.

Marijke Edmondson  
Director, Governance Structures

CC: Dan Huang, Urban Systems



**Date:** Tuesday, November 3, 2020  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Tom Csimas, Manager of Operations and Projects  
**Subject:** Standby Generator for Wellhouse

---

### **PURPOSE**

The purpose of this report is to seek authorization from Council to reallocate water capital funds for the purchase, construction, and installation of a standby power generator for the Village Wellhouse and Pumping station (WPS)

### **BACKGROUND**

At the Regular Meeting No. 1523, held October 6, 2020, Staff presented the Village of Pemberton Water System Performance Assessment 2020 which included the recommendation to initiate the design and installation of a backup generator for the WPS. Currently this critical Village infrastructure has no back-up power capabilities, leaving the entire Village water system vulnerable during emergency or routine power outages.

This project has been on the workplan for several years and was identified as a priority in 2018; however, due to investigations into alternative sources and well locations, the funds set aside for the purchase of the generator were re-allocated to building a 4<sup>th</sup> Well in the 2020 budget process. Due to determined poor yield and water quality of multiple test well sites, the Operations Department shifted focus back to improving the condition of the current active wells by way of redevelopment, thus the need for a generator is once again a top priority.

The Village has retained ISL Engineering and Land Services (ISL) to evaluate options and select a standby power generator for WPS and to complete a design for implementation in the Spring of 2021.

The existing BC Hydro service terminates at the main disconnect (600V, 400Amp, 3P4W) inside the pump room at the WPS building. The power is distributed through a splitter to the pump service breakers and onto the pump starters. The existing loads consist of:

- Well Pump #202 – 575V, 3Ph, 150HP, Soft-starter operation
- Well Pump #303 – 575V, 3Ph, 100HP, Soft-starter operation
- Miscellaneous Loads including lighting, HVAC, controls, chemical injection – appx. 30kW

Current operation parameters allow for occasional simultaneous utilization of both pumps during periods of extremely high water use, but generally only one pump operates at a given time.



**DISCUSSION & COMMENTS**

ISL evaluated two options and provided their Opinion of Probable Cost (OPC) estimate for the genset at WPS building:

- Option 1:** Standby genset to power Pump #202 **AND** Pump #303 and all miscellaneous loads
- Option 2:** Standby genset to power either Pump #202 **OR** Pump #303 and all miscellaneous loads

Based on site conditions and generator selection parameters (max allowable voltage dip of 30% and max allowable frequency dip of 10%), ISL estimated the genset sizes to be **275kW** for Option 1 and **200kW** for Option 2. These sizes will be further confirmed at the detailed design stage.

Note that although simultaneous running of both pumps is not necessarily an operational requirement, upsizing the generator under Option 1 would allow for future expansion or upgrades to pumps or treatment facilities. Further advantages to Option 1 would be less wear on the generator itself, as it is more robust.

ISL has presented a cost-savings alternative for the Village’s consideration. This would entail pre-purchasing the generator directly, to avoid the supply mark-up by the contractor, which is typically 10-15%. There are however some risks associated with this, such as costs associated with delays or mistakes on part of the supplier, or damage resulting from storing the generator if delivered ahead of construction. The total cost estimates have been outlined below in Table 1.

*Table 1: Opinion of Probable Cost for two generator options.*

Item	Option 1 – 275kW	Option 2 – 200kW
Standby Generator c/w sub-base diesel Fuel Tank, Weather -proof Enclosure, level 3 sound enclosure and automatic transfer switch.	\$95,000	\$75,000
Cast-in-place concrete support pad and civil works	\$15,000	\$15,000
Contractor installation, wiring, testing, and commissioning	\$40,000	\$35,000
Chainlink fencing for vandalism protection - optional	\$10,000	\$10,000
Subtotal	\$160,000	\$135,000
<b>TOTAL BUDGET w/ 20% contingency</b>	<b>\$192,000</b>	<b>\$162,000</b>

In 2020, the budget allocated towards constructing a new well was \$360,000. The expenditures and committed costs to date for the exploration, survey, and hydrogeologist fees for the potential Well # 4, as well as the redevelopment of Wells #2 and # 3, are shown below in Table 2. The total spent to date amounts to \$165,769.08, leaving a remainder of **\$194,230.93** which can be re-allocated to the completion of this critical project and purchase of the genset.



*Table 2: 2020 Budget vs. Well Related Expenditures*

<b>Project</b>	<b>Budget</b>	<b>Expenses</b>	<b>Status</b>
Budgeted for Well #4 Construction	<b>\$360,000.00</b>		
Well# 2 Redevelopment		\$45,380.80	Completed
Well# 3 Redevelopment		\$35,448.00	Scheduled
Well# 4 Exploration and test Well drilling		\$60,150.28	Completed
Design Costs for WPS Generator		\$24,790.00	Underway
<b>Total Committed/Spent</b>		<b>\$165,769.08</b>	
<b>Remaining</b>	<b>\$194,230.92</b>		

Based on the remaining funds available, it is recommended that \$192,000.00 of the 2020 Water capital budget be amended to allocate funds toward the purchase, construction and installation of a standby generator for the WPS, and that Option 1 be selected including all optional items, to ensure that the generator is adequately sized for maximum operation and possible future requirements

**COMMUNICATIONS**

There are no communications considerations at this time.

**LEGAL CONSIDERATIONS**

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

**IMPACT ON BUDGET & STAFFING**

As outlined in the discussion section, the impact on the budget will be a reallocation of \$192,000.00 from the remaining Well# 4 construction costs. This will require an amendment to the 2020 Five (5) Year Financial Plan Bylaw and can be accommodated by the Finance Department.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

Interdepartmental Approval by:	Lena Martin, Manager of Finance
--------------------------------	---------------------------------

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

A review of this initiative has no impact on other jurisdictions.

**ALTERNATIVE OPTIONS**

The alternative options have been outlined in the discussion section. Please refer to Table 1 for cost comparison of both generator options, as well as additional line items and their associated costs.

**RECOMMENDATIONS**

**THAT** \$192,000.00 from the Water Service capital budget be amended to allocate funds toward the purchase, construction and installation of a standby generator for the Village Wellhouse and Pumping Station.

**AND THAT** Staff be directed to prepare an amendment to the 2020 - 2024 Five (5) Year Financial Plan Bylaw No. 879, 2020 to accommodate the reallocation of \$192,000.000 from the Water Service Capital Budget to purchase, construct and install a standby generator for the Village Wellhouse and Pumping Station.

Submitted by:	Tom Csimá, Manager of Operations and Projects
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

**Date:** November 3, 2020  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Joanna Rees, Planner  
**Subject:** Development Procedures Bylaw No. 887, 2020 – Proposed Fees

---

## **PURPOSE**

The purpose of this report is to provide additional information regarding the proposed fees outlined on Schedule “A” of the Village of Pemberton Development Procedures Bylaw No. 887, 2020 and to seek consideration of Second and Third Reading by Council.

## **BACKGROUND**

Staff presented the Development Procedure Bylaw at the Committee of the Whole Meeting No. 206, held on September 1, 2020, and outlined the significant changes proposed. As a result, the Committee of the Whole passed the following resolution:

*Moved/Seconded*

**THAT** Staff review the comments provided by the Committee and include in the Development Procedures Bylaw changes providing a distinction between major vs. minor environmental protection [development permit] areas;

**AND THAT** the Bylaw with changes noted be referred to Council for consideration of readings.

**CARRIED**

Staff brought the revised Bylaw to Council at Regular Meeting No. 1522 on September 15<sup>th</sup>, 2020 for consideration of First, Second and Third Readings. At that same meeting, correspondence was received in which concerns were raised respecting the fee structure and the rationale for the new fees being recommended. As a result, Council deemed it appropriate to give First Reading to the Bylaw and requested more information related to the fees. As such, the following resolutions were passed:

*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**

## **DISCUSSION & COMMENTS**

Development application fees are not subsidized by the local taxpayer but rather the Village is responsible for ensuring recovery of associated processing costs. Section 462 of the *Local Government Act* permits a local government to impose development application fees by bylaw. Fees must not exceed the estimated average costs of processing, inspection, advertising, and administration that are usually related to the type of application or other matter to which the fee relates.

### **Development Procedures Application Fee Structure**

With the updated Development Procedures Bylaw No. 887, 2020, Staff have not proposed alterations to the existing fee structure. The existing fee structure was established by the Village at the time of adoption of the Development Procedures Bylaw No. 725, 2013:

- Applicants pay an application fee associated with the application type.
- For Official Community Plan Amendments, Zoning Bylaw Amendments, Major Development Permits, Subdivision, Bare Land Strata, and Strata Title Conversion a fee multiplier is applied. The fee multiplier is used to reflect the costs associated with the complexity of an application.
- Applications requiring a public hearing, waiving of a public hearing or some other form of public information meeting pay an additional fee intended to cover the cost of advertising the hearing/information session and any associated additional Staff time. This fee is returned to the applicant if the application does not reach the stage of a public hearing or some other form of public information meeting.
- When applicable, a servicing modelling analysis deposit is required for water and sanitary servicing. Amounts not used are returned to the applicant.
- If the cost to process the development application is greater than the non-refundable application fee, these costs shall be recovered based on Village of Pemberton Staff costs and/or consultant costs. If there are excess fees that are not used in processing the application, they are returned to the applicant. This has been clarified with the addition of Section 4.4 to the Bylaw No. 887, 2020.

### **Development Procedures Application Fees**

#### **Change to Bylaw No. 887, 2020 after First Reading**

The following changes have been made to the Bylaw since First reading:

- The following section was added to clarify that excess fees are refundable: 4.4 *Any remainder fees after the calculation of recoverable costs will be returned to the Applicant.*
- This was clarified on Schedule “A” renaming “Non-Refundable Application Fee” to “Application Fee” and “Application Fee Multiplier”
- Under Public Notification on Schedule “A”, “waiving a public hearing” was included under the public notification fee due to the advertising requirements.

- Amendment to Major Development Permit Fee (\$200.00) was added, this was not previously an existing fee.
- Amendment to Minor Development Permit Fee (\$100.00) was added, this was not previously an existing fee.
- Minor Development Permit for Environmental Protection (\$400.00) was added, this was not a previously existing fee.
- Minor Development Permit Fee for Form and Character was reversed to the original fee of (\$300.00) in consideration of small-scale applications.

### Fee Increase

Staff have proposed an increase to the non-refundable application fees set in 2013 to reflect current costs and ensure effective cost recovery. Low application fees can result in an unexpected burden for both the applicants, not realizing the true cost of the approval process, and the Village, if any additional costs incurred cannot be recovered. The new proposed fees are attached as Schedule "A" of **Appendix A**.

### Cost Recovery

Cost recovery fee calculation has been updated to accurately reflect the costs of Staff and consultant time. Currently cost recovery fees are calculated at the following rates: \$100.00 per hour for senior Staff, \$75.00 per hour for technical staff and \$45.00 per hour for clerical staff. Instead, the cost recovery fees are proposed to be based on the actual costs of additional time spent processing applications above the application fee deposit plus a 10% administration fee. The 10% administration cost is proposed to cover the cost of Finance Staff time to reconcile/prepare invoices.

### Public Hearing / Public Notification Fee

The Public Hearing fee has been renamed to a Public Notification Fee. This is a reflection that the fee is based on the advertising requirements, as per the *Local Government Act*, to notify the public of: public hearings, waiving of a public hearing, and development variance permits being considered by Council. For Official Community Plan and Zoning Bylaw Amendments the fee is proposed to be increased from \$500 to \$750 per meeting. This more closely reflects the actual cost of two (2) newspaper advertisements (which can vary in size depending on the complexity of the amendment information) and the required staff administration time.

### New Fees

The following application fees have been added:

- Tentative Approval Letter Extension (\$200)
- Discharge of a Covenant (\$200)
- Amendment to Major Development Permit (\$200)
- Amendment to Minor Development Permit (\$100)
- Minor Development Permit for Environmental Protection (\$400)

Requests of this nature were not contemplated in the fees included in the 2013 Bylaw. By including them, Staff are better able to cost recover various current planning application requests.

### Comparison to other municipalities

Staff have completed a fee comparison to local and comparable municipalities including the Resort Municipality of Whistler (RMOW), the District of Squamish (DOS), Bowen Island Municipality, the Village of Cumberland, the City of Duncan and the District of Clearwater. The RMOW and DOS were chosen due to their proximity as adjacent municipalities within the Sea-to-

Sky Corridor. Bowen Island Municipality, the Village of Cumberland, the City of Duncan and the District of Clearwater were selected based on their comparable population sizes: 3680, 3753, 4944, and 2324, respectively. A table outlining the fees between the above-noted municipalities is shown in **Appendix B**.

Staff have prepared a comparison table of existing and proposed Village of Pemberton residential zoning bylaw amendment fees with other communities at different scales of development, attached as **Appendix C**.

It is important to note that municipalities use different fee structures as means to recover costs. Highlights of the use of Fee multipliers and Cost Recovery by comparable municipalities for residential Rezoning's is indicated below in Table 1.

**Table 1: Fee Multipliers and Cost Recovery**

	<b>Residential Rezoning Fee Multiplier</b>	<b>Cost Recovery</b>	<b>Other</b>
Village of Pemberton - Proposed	\$250.00 for additional lots/dwellings in excess of the first 10.	Yes	Funds are returned to the applicant if costs are not incurred.  A servicing modelling analysis deposit is required for water and sanitary servicing of \$6000.00. Amounts not used are returned to the applicant.
District of Squamish	\$300.00 per unit/lot over the first 3 units/lots, \$100.00 per unit/lot for additional units/lots above 50.	N/A	
Village of Cumberland	\$500 per lot proposed of potential residential development	N/A	Funds remaining in the account after completion or termination of the project will be returned to the payee.
RMOW	N/A	Yes	Advertising at Cost.
Municipality of Bowen Island	N/A	N/A	Required in the event that costs are estimated to

			exceed 150% of the fee, that the applicant shall pay prior to the processing of the application the estimated actual costs, excess will be refunded to the applicant.
District of Clear Water	N/A	N/A	
City of Duncan	N/A	N/A	

The RMOW, District of Clear Water, City of Duncan do not use a fee multiplier. Therefore, their application fees remain constant despite the number of residential lots. The RMOW implements cost recovery to account for additional staff time.

Bowen Island Municipality also does not use a fee multiplier but requires in the event that costs are estimated to exceed 150% of the fee, that the applicant shall pay prior to the processing of the application the estimated actual costs, excess will be refunded to the applicant.

Similar to the Village of Pemberton; the District of Squamish and the Village of Cumberland use fee multipliers to reflect the complexity of larger applications. They do not utilize cost recovery.

The following is a summary of how Village of Pemberton residential rezoning fees compare to other municipalities at different scales of development. The breakdown and calculation of the following application fee comparisons is shown in **Appendix C**.

**One to Ten Lots**

For 1 to 10 lots the proposed Village of Pemberton Fee (\$1,650.00) is in the lower range of the comparable communities ranging from \$1,500.00 to \$9,100.00. Fees are higher in the City of Duncan, Bowen Island Municipality, District of Squamish and the Village of Cumberland. This demonstrates the proposed Village of Pemberton application fee for residential re-zoning is comparable to other municipalities and remains accessible to small scale applications.

**Fifty Lots**

Both the current Village of Pemberton fee (\$9,250.00) and the proposed Fee (\$11,650.00) remains lower than other municipalities implementing a fee multiplier. Fees are higher in the District of Squamish (\$16,600.00) and the Village of Cumberland (\$29,100.00).

**One Hundred Lots**

At one hundred residential lots the Village of Pemberton fee based on the proposed fee change would increase from \$19,250.00 to \$24,150.00. This would be slightly higher than the District of Squamish fee established at \$21,600.00 and significantly lower than the Village of Cumberland which is \$54,100.00.

## **COMMUNICATIONS**

There is no legislative requirement to provide notice respecting a change in the Development Procedures Bylaw; however, the Village did receive correspondence on September 14, 2020, the day before Council was considering readings of the Bylaw, from Ms. Caroline Lamont on behalf of Skénkenam Developments GP. This correspondence was shared with Council at Regular Meeting No. 1522 on September 15<sup>th</sup>. Ms. Lamont expressed concern related to the fee structure being proposed. It should be noted that Staff are anticipating an OCP and Zoning Amendment application to facilitate the development of a large-scale residential neighbourhood on behalf of this development group.

In response to this letter, Council directed Staff to prepare this report. Skénkenam Developments GP has been made aware that this report is being presented to Council on November 3, 2020.

Upon adoption of the Bylaw, information on the Village's website will be updated and the development community will be apprised of the new fees and development procedure guidelines which will accompany the Bylaw.

## **LEGAL CONSIDERATIONS**

Section 460 of the *Local Government Act* requires that a local government that has adopted an official community plan bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issue of a permit under this Part.

Section 462 of the *Local Government Act* permits a local government to impose development application fees by bylaw. Fees must not exceed the estimated average costs of processing, inspection, advertising, and administration that are usually related to the type of application or other matter to which the fee relates.

## **IMPACT ON BUDGET & STAFFING**

The research and preparation of the report and Bylaw is a component of the daily work undertaken by the Development Services Department. Development application fees ensure recovery of the costs associated with processing, inspecting, advertising and administration of development applications.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required respecting this Bylaw. The proposed application fees will be provided to the Finance Department for incorporation into the accounting system program.

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

This Bylaw has no impact on other jurisdictions.



## **ALTERNATIVE OPTIONS**

**Option 1:** That Council support the proposed fee increases outlined in this report and give second as amended and third reading.

**Option 2:** That Council does not increase the current Development Application Fees, but includes the additional fees, adopts the new proposed cost recovery fee calculation and the public notification fee.

Option 3: Another option as presented by Council.

## **RECOMMENDATIONS**

### **Recommendation One:**

**THAT** Council support the proposed fee increases outlined in this report, as per Schedule “A” of the Village of Pemberton Development Procedures Bylaw No. 887, 2020;

### **Recommendation Two:**

**THAT** Development Procedures Bylaw No. 887, 2020 receive Second reading, as amended.

### **Recommendation Three:**

**THAT** Development Procedures Bylaw No. 887, 2020 receive Third reading.

## **ATTACHMENTS:**

**Appendix A:** Village of Pemberton Development Procedures Bylaw No. 887, 2020

**Appendix B:** Community Development Application Fee Comparison

**Appendix C:** Residential Zoning Bylaw Amendment Application Fee Comparison

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

**THE VILLAGE OF PEMBERTON**

**BYLAW No. 887, 2020**

**Pemberton Development Procedures Bylaw**

**WHEREAS** Council has adopted an Official Community Plan Bylaw and Zoning Bylaw;

**AND WHEREAS** Council must by bylaw define procedures under which an Owner of land may apply for an amendment to the Official Community Plan, or to a bylaw or for the issue of a permit under the Local Government Act S.460;

**AND WHEREAS** the Village has designated areas within which development permits are required in the Official Community Plan and areas where temporary uses may be allowed in the Zoning Bylaw;

**AND WHEREAS** Council wishes to define procedures under which an Owner of land may apply to subdivide land;

**AND WHEREAS** under the Community Charter and Local Government Act, Council may delegate certain powers, duties and functions to an officer or employee of the Village;

**AND WHEREAS** Council may, by bylaw, specify a distance from affected land for the purpose of notifying Owners and occupants of proposed bylaw amendments and permits;

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

**1. TITLE**

- 1.1. This bylaw may be cited for all purposes as the Village of Pemberton Development Procedures Bylaw No. 887, 2020.

**2. INTERPRETATION**

2.1. In this Bylaw:

**“Applicant”** Means the *Owner(s)* of the property that is the subject of the application or an agent of the *Owner(s)* duly authorized in writing by the *Owner(s)* to act as agent for the *Owner(s)* in relation to the application;

**“Approving Officer”** means the person appointed by *Council* under the *Land Title Act* and *Local Government Act*;

**“Community Charter”** Means the *Community Charter*, SBC 2003, c.26, as amended;

- “Corporate Officer”** means the Officer for the Village appointed under the *Community Charter*;
- “Council”** means the *Council* of the Village;
- “Manager”** means the person appointed by the Chief Administrative Officer for the Village as the Manager and includes any person temporarily appointed or designated to act in their place;
- “Official Community Plan”** means the Village of Pemberton Official Community Plan, as amended or replaced from time to time;
- “Owner”** means, in respect of real property, the registered owner(s), and verified by the Village through either a Land Title Office search or BC Assessment Roll search, or an Individual duly authorized to represent a corporation or strata corporation;
- “Sign Bylaw”** means the Village of Pemberton Sign Bylaw, as amended or replaced from time to time;
- “Strata Conversion”** means the conversion of a previously occupied building to a strata pursuant to the *Strata Property Act*;
- “Subdivision”** means the division of land into two (2) or more parcels, whether by plan, apt descriptive words or otherwise, lot boundary adjustments and lot consolidation;
- “Subdivision and Development Control Bylaw”** means the Village of Pemberton Subdivision and Development Control Bylaw, as amended or replaced from time to time;
- “Village”** means the Village of Pemberton;
- “Zoning Bylaw”** means the Village of Pemberton Zoning Bylaw, as amended or replaced from time to time.

- 2.2. Unless otherwise defined herein, words and phrases in this Bylaw have the same meanings as in the *Local Government Act*, *Community Charter*, or *Interpretation Act* (British Columbia), as the context requires. A reference to a statute, regulation or bylaw refers to that enactment as amended or replaced from time to time.
- 2.3. A reference contained within this Bylaw to any enactment of British Columbia or the *Village* of Pemberton is a reference to the enactment amended, revised, consolidated or replaced from time to time.

### 3. APPLICATION AND GENERAL REQUIREMENTS

3.1. This Bylaw applies to:

- a) Amendments to:
  - i) The *Official Community Plan*;
  - ii) The *Zoning Bylaw*;
  
- b) Issuance of:
  - i) Development Permit, Major
  - ii) Development Permit, Minor
  - iii) Development Variance Permit
  - iv) Temporary Use Permit
  
- c) Applications for:
  - i) *Subdivisions*, including Bare Land Strata;
  - ii) *Subdivision* Tentative Approval Letter Extensions
  - iii) Form P Phased Strata Declarations and Form P Amendments
  - iv) *Strata Conversions* of previously occupied buildings;
  - v) Discharge of a Covenant

3.2. The *Manager* may prescribe:

- a) the form and content of application forms for bylaw amendments and the issuance of permits;
- b) different forms for different types of applications; and
- c) whether or not an application is complete.

3.3. An *Applicant* must submit an application as follows:

- a) Completed and accompanied by supporting documents as indicated on the form;
- b) Filed with the *Village* of Pemberton Development Services Department;
- c) Signed by either the *Owner(s)* of the subject lands or by a person authorized to sign on behalf of the *Owner(s)*; and
- d) Accompanied by the fees prescribed in **Schedule A**.

3.4. All applications that meet the requirements of this Bylaw shall be processed in accordance with the municipal bylaws and regulations as well as the related provisions of the *Local Government Act* and the *Community Charter*.

3.5. Where an application aims to develop a multi-unit building subject to a Housing Agreement for the provision of affordable purchased or rental housing the application processing timelines will be prioritized and expedited as feasible.

3.6. All bylaw amendments and permit applications are required to complete a pre-application meeting with Development Services Staff unless waived by the *Manager*. Costs associated with additional pre-applications meetings and correspondence shall be

recovered from the *Applicant*, as prescribed in **Schedule A**.

- 3.7. If the *Manager* determines that an application is incomplete, the *Applicant* will be asked to provide the required information, documents or fees, and if the *Applicant* does not complete the application within the time specified by the *Manager*, the application and fee will be returned.
- 3.8. Any applications that remain inactive for more than one (1) year may be deemed abandoned and be closed. If deemed abandoned, *Council* will rescind readings to any bylaws that concern the closed application. The *Applicant* will be invoiced any outstanding *Village* processing fees.

#### 4. APPLICATION FEES

- 4.1. An application is not complete until all applicable fees are paid and all of the information required in relation to the application has been received by the *Manager*.
- 4.2. All fees submitted with an application shall be non-refundable, except as otherwise provided for in this bylaw.
- 4.3. The non-refundable fees set out in **Schedule A** are minimum fees payable. If the *Village* determines that the cost to process the development application is greater than the non-refundable deposit, then these additional costs shall be recovered from the *Applicant* based on actual *Village* Staff and/or contractor costs directly related to the processing of the application. The calculation of these recoverable costs will be based on the actual cost of Staff and contractor time including a 10% administration fee as set out in **Schedule A**. The fees shall be payable prior to final permit issuance or will be invoiced following bylaw adoption.
- 4.4. Any remainder fees after the calculation of recoverable costs will be returned to the *Applicant*.
- 4.5. The *Village* recovers processing fees by invoicing ongoing costs. The *Village* reserves the right to withhold the review of an application if the account is in arrears.
- 4.6. *Applicants* are responsible for additional external consulting fees accrued by the *Village* and, depending on the complexity of the application, the *Manager* may require a minimum deposit to be submitted at the time of application based on estimates provided by the *Village*.
- 4.7. If the application requires more than one (1) public hearing, the payment of an additional amount as shown in **Schedule A** shall be required prior to the scheduling of additional hearings or meetings.
- 4.8. If *Council* declines to advance an application to public hearing, the public hearing costs shall be returned to the *Applicant*.
- 4.9. The review of certain applications requires evaluation of the new development's water

and sanitary sewer servicing. Pursuant to the *Village's Subdivision and Development Control Bylaw*, the *Village* requires the *Applicant* to provide a deposit fee to cover the *Village's* Contractor's expenses to update and evaluate both the water and sanitary system models as they pertain to any proposed works. The fee as set out in **Schedule A** is a deposit, and funds that remain unused in the analysis will be returned to the *Applicant*. Further, more complex developments may cost more than the referenced amount which in turn will be the responsibility of the *Applicant*. The *Manager* will provide a cost estimate to the *Applicant* should more complex analysis be required.

- 4.10. If the application does not proceed to a point where the servicing analysis is not yet completed, these costs shall be returned to the *Applicant*.
- 4.11. Any legal costs associated with the review, preparation and registration of permits and covenants at the Land Titles Office is cost recoverable by the *Village*.

## 5. **INFORMATION SIGNS**

5.1. Information Signs are required for the following applications:

- a) *Official Community Plan Amendment*
- b) *Zoning Bylaw Amendment*
- c) *Major Development Permit*
- d) *Development Variance Permit*
- e) *Temporary Use Permit*

5.2. The *Owner* shall be responsible for the printing, posting, removal and any other costs of a project information sign.

5.3. The sign shall be posted within fourteen (14) days of acceptance of the application by the *Village*. An application is incomplete and will not be processed until the sign has been posted on the property. The *Applicant* or developer shall notify the Development Services Department in writing once the sign is posted.

5.4. No later than fourteen (14) days before *Council* consideration of any application requiring the sign, the *Owner* shall confirm the sign accurately reflects the application being considered by *Council*, and amend the sign as necessary.

5.5. The sign must be placed in the most visible location to be clearly legible from the adjoining street or land and be clear of all site obstructions.

5.6. The *Manager* will develop and prescribe the *Village* information sign template in conformance with the *Village* of Pemberton Style Guide.

5.7. The sign shall be designed consistent with the *Village's* template and contain the following information:

- a) type of application, application number, civic address, legal description and the *Applicant's* name.

b) general description of the project approved by the *Manager*.

5.8. Failure to comply with any or all of these requirements may delay the processing of the application involved.

## **6. CHANGE OF OWNERSHIP**

6.1. If there is a change of *Ownership* of a parcel of land that is the subject of a development application, the *Owner* shall provide an updated title certificate and written agent authorization, if required, prior to proceeding further with the application.

## **7. GENERAL OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENTS**

7.1. Prior to consideration of any amending bylaws, the *Manager* may refer an application to amend the *Zoning Bylaw* or *Official Community Plan* to *Council* with a report that includes recommendations, prepared in consultation with such Staff as the *Manager* deems necessary and *Council* may:

- a) proceed with enacting an amending bylaw;
- b) reject or refuse the application.

## **8. PUBLIC INFORMATION MEETING**

8.1. *Council* or the *Manager* may require an *Applicant* to hold a Public Information Meeting, at their cost, for a bylaw amendment. The notice of the Public Information Meeting shall be given by:

- a) either mailing or otherwise delivering at least ten (10) days before the Public Information Meeting to the *Owners* or occupiers, as shown on the assessment roll as at the date of the application, within a distance of one hundred (100) meters from the property line of the lands subject to the amendment application; and
- b) additional means as required by the *Manager*.

## **9. NOTICE OF PUBLIC HEARING**

9.1. Notice of *Council's* intention to amend the *Official Community Plan* or the *Zoning Bylaw* shall be pursuant to Section 466 of the *Local Government Act*. Further, any notices that are mailed or otherwise delivered prior to the public hearing pursuant to Section 466 of the *Local Government Act* are to include properties at a distance of no greater than 100 meters from the property line of the lands subject to the amendment application.

## **10. GENERAL PERMIT APPROVAL**

10.1. Where authorized by the *Council* or approved by the *Manager* where delegated, a notice of permit will be registered in the Land Title Office, indicating that the land described in the notice is subject to a permit.



- 10.2. Subject to the terms of the permit, where the holder of the permit does not substantially commence construction with respect to the works authorized by the permit within two (2) years of the issue date, the permit is deemed lapsed.
- 10.3. Where land is subject to more than one Development Permit Area designation, only one Development Permit application is required. However, the application must address the requirements and submit the fee of each applicable Development Permit Area as per the *Official Community Plan*.

## **11. SECURITY DEPOSIT**

- 11.1. In the case of all Development Permits or Temporary Use Permits requiring a security as a condition of approval, the *Village* will require a cash deposit or irrevocable letter of credit in the form and amount satisfactory to the *Manager* to ensure satisfactory completion of all conditions contained in the permit.

## **12. DEVELOPMENT PERMIT DELEGATION**

- 12.1. *Council* hereby delegates to the *Manager* the exercise of all of the powers, duties and functions of *Council* in respect to the issuance of Minor Development Permits under Section 490 of the *Local Government Act*.
- 12.2. For the purposes of this Bylaw, a Minor Development Permit shall include only the following:
  - a) Minor amendments to Major Development Permits issued by *Council*;
  - b) Development Permits required for site clearing and grading;
  - c) Development Permits under Development Permit Area No.1 – Environmental Protection where the subject lands are located in a Riparian Area;
  - d) Development Permits under Development Permit Area No. 2 – Land Constraints; and Development Permit Area No. 3 – Enhancement of Agriculture;
  - e) Development within Development Permit Areas No. 4, 5 & 6 for the form and character of development involving:
    - i. exterior repainting of an entire building, or an entire part of a building whereby the colours differ from the approved Development Permit or the existing colour;
    - ii. landscape changes or new landscaping, including both installation of planting materials (but not seasonal planting) and installation of permanent planters, guardrails, rock stacking and other hard landscaping;
    - iii. changes to not more than two (2) exterior building or roofing materials;
    - iv. exterior lighting alterations or installation of additional exterior lighting;
    - v. non-structural exterior building repairs that alter the building appearance;
    - vi. new exterior windows or doors that alter the exterior appearance of the building;
    - vii. placement of exterior communications equipment that are visible from a public road and project more than three (3) meters from the roof or face of the building;
    - viii. additions to buildings or structures, where the total interior floor area is increased by 20 m<sup>2</sup> or less;



- ix. new buildings or structures for storage or refuse and recycling facilities which conform to the *Village* requirements;
- x. new buildings or structures with a total interior floor area of 20 m<sup>2</sup> or less;
- xi. Comprehensive Sign Plans and issuance of a Development Permit for the signs where a sign is consistent with the *Village Sign Bylaw*;
- xii. storage container approval and renewal; or
- xiii. any other exterior changes to a property that the *Manager* deems to be minor in terms of the impact on the subject and adjacent properties.

12.3. With respect to an application for a Minor Development Permit, the *Manager* may:

- a) issue the permit, with or without conditions; or
- b) refuse the permit, providing reasons in writing to the *Applicant*.

12.4. Where a Development Permit also includes any variance to the *Zoning Bylaw*, *Sign Bylaw*, or *Subdivision and Development Control Bylaw*, the authority to consider an application for, and to issue or refuse a Development Permit remains with *Council*.

12.5. The *Owner* of any property that is subject to the decision of the *Manager* pursuant to Section 490 of the *Local Government Act* and Section 156 of the *Community Charter*, is entitled to have *Council* reconsider a decision of the *Manager* on the following terms:

- a) within thirty (30) calendar days of the *Manager's* decision the *Applicant* shall submit a letter to *Council* through the *Corporate Officer* requesting that the decision of the *Manager* be reconsidered by *Council*;
- b) the *Manager* shall submit a report to *Council* attaching the *Applicant's* Minor Development Permit application and setting out the *Manager's* reasons with respect to their decision on the application;
- c) at a date and time set by *Council*, the *Applicant* shall have the opportunity to appear before *Council* and be heard regarding the *Manager's* decision; and
- d) following the *Applicant's* opportunity to be heard, *Council* will reconsider the application and either uphold the *Manager's* decision to deny the application or approve the application with or without conditions.

12.6. Notwithstanding Section 6.1, the *Manager* may request a decision from *Council* at their discretion.

### **13. MAJOR DEVELOPMENT PERMITS**

13.1. With respect to a Major Development Permit application, *Council* may:

- a) issue the permit, with or without conditions;
- b) refer the application to Staff for further review and report in accordance with the Development Permit Area Guidelines, or
- c) refuse the permit, providing reasons in writing to the *Applicant*.

### **14. DEVELOPMENT VARIANCE PERMITS**

14.1. The *Manager* will refer an application for a development variance permit to *Council* with a

report that includes recommendations from the *Manager*, prepared in consultation with such Staff as the *Manager* deems necessary.

- 14.2. *Council* shall give notice of its intention to issue a Development Variance Permit pursuant to Section 499 of the *Local Government Act*. Further, any notices that are mailed or otherwise delivered are to include properties at a distance no greater than 100 meters from the property line of the lands subject to the Development Variance Permit application.
- 14.3. With respect to a development variance permit application, *Council* may:
  - a) issue the permit, with or without conditions;
  - b) refer the application to Staff for further review and report; or
  - c) refuse the permit, providing reasons in writing to the *Applicant*.

## **15. TEMPORARY USE PERMITS**

- 15.1. Temporary Use Permit Applications shall be reviewed in accordance with the *Village* of Pemberton's *Zoning Bylaw*.
- 15.2. *Council* shall give notice of its intention to issue a Temporary Use Permit pursuant to Section 494 of the *Local Government Act*. Further, any notices that are mailed or otherwise delivered are to include properties at a distance no greater than 100 meters from the property line of the lands subject to the Temporary Use Permit application.
- 15.3. With respect to a temporary use permit application, *Council* may:
  - a) issue the permit, with or without conditions;
  - b) refuse the permit, providing reasons in writing to the *Applicant*; or
  - c) refer the application to Staff for further review and report.

## **16. GENERAL SUBDIVISION AND STRATA APPLICATION PROCEDURES**

- 16.1. Applications for *Subdivision*, Bare Land Strata *Subdivision*, and Form P Phased Strata Declarations shall be submitted to the *Manager* and forwarded to the *Approving Officer* for decision.
- 16.2. In response to an application for *Subdivision*, the *Approving Officer* may:
  - a) approve the *Subdivision*, with or without conditions; or
  - b) refuse the application.

## **17. SUBDIVISIONS, INCLUDING BARE LAND STRATA**

- 17.1. The *Approving Officer* may exempt a parcel from the minimum frontage required under the *Local Government Act*.
- 17.2. A Tentative Approval Letter (TAL) issued by the *Approving Officer* outlining the conditions of *Subdivision* will be provided to the Applicant and/or Agent and the conditions of the TAL must be met to the Approving Officer's satisfaction prior to final subdivision.

## **18. SUBDIVISION TENTATIVE APPROVAL LETTER EXTENSIONS**

18.1. Application is made by letter to the *Manager* for consideration by the *Approving Officer*.

18.2. Fees for an extension to a Tentative Approval Letter are as per **Schedule A**.

## **19. FORM P PHASED STRATA DECLARATIONS AND FORM P AMENDMENTS**

19.1. Application is made by letter to the *Manager* for consideration by the *Approving Officer*.

19.2. Any security required for common facilities shall be provided by cash deposit or irrevocable letter of credit.

## **20. STRATA CONVERSION OF A PREVIOUSLY OCCUPIED BUILDING**

20.1. Unless otherwise delegated in this bylaw, *Council* is the approving authority for *Strata Conversion* of previously occupied buildings;

20.2. The *Approving Officer* can perform the duties of the approving authority under of the *Strata Property Act* with respect to a *Strata Conversion* of a previously occupied building that comprises:

- a) a previously occupied commercial building with five (5) or fewer units; and
- b) a previously occupied residential building with a maximum of two (2) dwelling units.

20.3. Respecting the decision of the *Approving Officer* to approve a Strata Plan for a previously occupied building, with or without conditions, or refuse to approve a strata plan for a previously occupied building, the decision of the *Approving Officer* is final and may not be appealed.

20.4. In determining a *Strata Conversion* application, the approving authority may:

- a) Approve the application, with or without conditions; or
- b) refuse the application.

## **21. INACTIVE APPLICATIONS**

21.1. If information requested by the *Manager* pursuant to an application is not provided within six (6) months, and the *Manager* considers the *Applicant* is not actively attempting to meet the requirements of the application otherwise, the *Manager* may, by registered letter, notify the *Applicant* of an intention to close the application.

21.2. If the *Manager* is not satisfied that completion of an application is not being actively pursued after thirty (30) calendar days following delivery of a notice under section 11.1, the *Manager* may consider the application to be abandoned and cause the application to be closed.

## **22. SUBSEQUENT APPLICATIONS**

- 22.1. Subject to the *Local Government Act*, if an application made under this Bylaw is refused by either the *Manager* or by *Council*, as applicable, a same or similar reapplication may not be submitted until at least one (1) year has passed following the date of the refusal.
- 22.2. Where an *Applicant* intends to appeal to *Council* to vary the time limit set in section 7.3 pursuant to section 460(3) of the *Local Government Act*, the *Applicant* shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.
- 22.3. Despite section 7.3, *Council* may, by an affirmative vote of at least 2/3 of its members that are eligible to vote on the reapplication, allow a person to reapply within the one (1) year period.

**23. SEVERABILITY**

23.1 If any section, subsection, sentence, clause, sub clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

**24. SINGULAR**

24.1 Whenever the singular is used throughout this Bylaw, it shall also mean the plural.

**25. REPEAL**

25.1. The Village of Pemberton “Development Procedures Bylaw No. 725, 2013” is repealed.

**READ A FIRST TIME** this \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2020.

**READ A SECOND TIME** this \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2020.

**READ A THIRD TIME** this \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2020.

**ADOPTED** this \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## SCHEDULE "A"

Application Type	Application Fee	Application Fee Multiplier		Public Notification Fee	Water and Sanitary Servicing Model Analysis Deposit
<i>Official Community Plan &amp; Zoning Bylaw Amendment</i>	<b>\$1,200.00</b>	<b>Residential</b> + <b>\$250.00</b> for each additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	<b>All Other Uses</b> + <b>\$250.00</b> for each additional 100 m <sup>2</sup> of floor area in excess of the first 1000 m <sup>2</sup>	<b>\$750.00</b> per Public Hearing or Waiving of a Public Hearing	<b>Water \$3,000.00</b> <b>Sanitary \$3,000.00</b>  *additional expenses may be required depending on the complexity of the required analysis.
<i>Official Community Plan Bylaw Amendment</i>	<b>\$900.00</b>				
<i>Zoning Bylaw Amendment</i>	<b>\$900.00</b>				
Major Development Permit for Form and Character	<b>\$900.00</b>				
Major Development Permit for Environmental Protection	<b>\$600.00</b>				
Minor Development Permit for Environmental Protection	<b>\$400.00</b>				
Minor Development Permit for Land Constraints	<b>\$400.00</b>				
Minor Development Permit for Enhancement of Agriculture	<b>\$400.00</b>				
Minor Development Permit for Form and Character	<b>\$300.00</b>				
Amendment to Major Development Permit	<b>\$200.00</b>				
Amendment to Minor Development Permit	<b>\$100.00</b>				
Renewal of Major/Minor Development Permit	<b>\$200.00</b>				
Development Variance Permit	<b>\$450.00</b>			<b>\$500.00</b>	
Temporary Use Permit	<b>\$500.00</b>				
<i>Subdivision</i>	<b>\$500.00</b>	+ <b>\$150.00</b> for each additional lot created			
Bare Land Strata	<b>\$500.00</b>				
Strata Title Conversion	<b>\$500.00</b>				
Tentative Approval Letter Extension	<b>\$200.00</b>				
Discharge of a Covenant	<b>\$200.00</b>				
<b>Cost Recovery</b>	<b>Staff and Contractor Time Expenses</b>			<b>Admin Fee</b>	<b>Total</b>
Applies to all applications.	The cost of additional time spent processing applications above and beyond the non-refundable Application Fee Deposit will be recovered based on actual costs for <i>Village of Pemberton</i> Staff and Contractor time.			10% administration fee is added to the Cost Recovery Fee based on Staff and Contractor Expenses.	Staff & Contractor Expenses at cost + 10% Admin Fee = Total Cost Recovery Fee





Residential Zoning Bylaw Amendment Application Fee Comparison							
		1 Lot	10 Lots	50 Lots	100 Lots	Cost Recovery Rate	*Notes
Village of Pemberton - Existing Fees	Application Fee	\$750.00	\$750.00	\$750.00	\$750.00	If the cost to process the development application is greater than the deposit, these costs shall be recovered based on VOP staff costs and/or consultant costs. Senior Staff: \$100/hr, Tech Staff: \$75/hr, Clerical Staff \$45/hr	*money is returned to the applicant if costs are not incurred.  A servicing modelling analysis deposit is required for water and sanitary servicing of \$6000.00. Amounts not used are returned to the applicant.
	*Fee Multiplier	N/A	N/A	40x200= \$8000.00*	90x200= \$18000.00*		
	Public Hearing	\$500.00	\$500.00	\$500.00	\$500.00		
	<b>Total</b>	<b>\$1250.00</b>	<b>\$1250.00</b>	<b>\$9,250.00</b>	<b>\$19,250.00</b>		
Village of Pemberton - Proposed Fees	Application Fee	\$900.00	\$900.00	\$900.00	\$900.00	The cost of additional time spent processing applications above the application fee deposit will be recovered based on actual costs for <i>Village</i> of Pemberton staff and contractor time. Staff & Contractor Expenses at cost + 10% Admin Fee = Total Cost Recovery Fee	*money is returned to the applicant if costs are not incurred.  A Servicing modelling analysis deposit is required for water and sanitary servicing of \$6000.00. Amounts not used are returned to the applicant.
	*Fee Multiplier	N/A	N/A	40x250= \$10,000.00*	90x250= \$22,500.00*		
	Public Hearing	\$750.00	\$750.00	\$750.00	\$750.00		
	<b>Total</b>	<b>\$1650.00</b>	<b>\$1650.00</b>	<b>\$11,650.00</b>	<b>\$24,150.00</b>		
District of Squamish	Application Fee	\$1500.00	\$1500.00	\$1500.00	\$1500.00	N/A	
	Fee Multiplier	N/A	7x300= \$2100.00	47X300= \$14,100.00	(47X300) + (50X100)= \$19,100.00		
	Advertising	\$1000.00	\$1000.00	\$1000.00	\$1000.00		
	<b>Total</b>	<b>\$2500.00</b>	<b>\$4600.00</b>	<b>\$16,600.00</b>	<b>21,600.00</b>		

<b>Resort Municipality of Whistler</b>	Application Fee	\$1500.00	\$1500.00	\$1500.00	\$1500.00	The following rates are applied to cover costs: \$60/hr professional Staff, \$30/hr clerical staff, \$20 title search, at cost - legal services, at cost - newspaper advertising, at cost - third party consulting, \$40/hr hand delivered notification	
	Advertising	At cost	At cost	At cost	At cost		
	<b>Total</b>	<b>\$1500.00</b>	<b>\$1500.00</b>	<b>\$1500.00</b>	<b>\$1500.00</b>		
<b>Village of Cumberland</b>	Application Fee	\$4100.00	\$4100.00	\$4100.00	\$4100.00		*Funds remaining in the account after completion or termination of the project will be returned to the payee.
	Fee Multiplier*	\$500.00*	10x500=\$5000.00*	50x500=\$25,000.00*	100x500=\$50,000.00*		
	Public Hearing/Advertising	At cost	At cost	At cost	At cost		
	<b>Total</b>	<b>\$4600.00</b>	<b>\$9100.00</b>	<b>\$29,100.00</b>	<b>\$54,100.00</b>		
<b>Bowen Island Municipality</b>	Application fee	\$4500.00	\$4500.00	\$4500.00*	\$4500.00*	N/A	*In the event the costs of processing, inspection, advertising and admin are estimated to exceed 150% of the fee, the applicant shall pay prior to the processing of the application the estimated actual costs, excess will be refunded to the applicant.
	<b>Total</b>	<b>\$4500.00</b>	<b>\$4500.00</b>	<b>\$4500.00*</b>	<b>\$4500.00*</b>		
<b>City of Duncan</b>	<b>Total</b>	<b>\$2500.00</b>	<b>\$2500.00</b>	<b>\$2500.00</b>	<b>\$2500.00</b>		
<b>District of Clear Water</b>	<b>Total</b>	<b>\$1500.00</b>	<b>\$1500.00</b>	<b>\$1500.00</b>	<b>\$1500.00</b>		



**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 October 8, 2020, and October 15, 2020.

**READ A FIRST TIME** this 20<sup>TH</sup> day of October 2020.

**READ A SECOND TIME** this 20<sup>TH</sup> day of October 2020.

**READ A THIRD TIME** this 20<sup>TH</sup> day of October 2020.

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

FOURTH AND FINAL READING

## 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 6<sup>th</sup> day of October 2020.

**READ A SECOND TIME** this 6<sup>th</sup> 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 PIQUE NEWSMAGAZINE ON OCTOBER 8, 2020 AND OCTOBER 15, 2020.**

**PUBLIC HEARING HELD** this 20<sup>th</sup> day of October, 2020.

**READ A THIRD TIME** this 20<sup>th</sup> day of October, 2020.

**APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO SECTION 52 of the *Transportation Act*** this this 23<sup>rd</sup> day of October, 2020.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

Fourth and Final Readings

**VILLAGE OF PEMBERTON**  
**BUSINESS LICENCE AMENDMENT**  
**(HOUSEKEEPING) BYLAW No. 890, 2020**

---

**Being a bylaw to amend the Village of Pemberton Business Licence Procedure  
Bylaw No. 855, 2019**

---

**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 Business Licence Bylaw No. 855, 2019, Amendment (Housekeeping) Bylaw No. 889, 2020.
2. Village of Pemberton Business Licence Bylaw No. 855, 2020, 2019, be amended as follows:

**Part 2: DEFINITIONS**

The following definitions be added:

***Food Truck*** has the same meaning as set out in the Village of Pemberton Zoning Bylaw as amended or replaced from time to time.

The definition of Independent Contractor and Temporary Commercial Vendor be deleted and replaced with the following:

***Independent Contractor*** for the purposes of this Bylaw means an individual person who is contracted by the Village to provide services to facilitate a specific recreation program or assist with a short-term project or event and works as required.

***Temporary Commercial Vendor*** means a Business which offers for sale from a stationary vehicle, mobile store or temporary stall that is not part of a permanent use on the lot, goods, other than food items for immediate consumption, otherwise permitted to be sold in the zone in which the vehicle or stall is located.

## **Part 5: APPLICATION FOR BUSINESS LICENCE**

Section 5.1 is deleted and replaced with the following:

- 5.1 Every *person* applying for a *business licence* shall complete a *business licence* application in a form approved by the Licence Inspector, or, if available, shall apply online with the prescribed application form via the Provincial Government One Stop Business Registration, provided however an applicant who wishes to apply online shall also provide the Village with the prescribed *business licence* fee at the time of application and with such further information as may be requested by the Village.

## **PART 6: ISSUING OF A BUSINESS LICENCE**

Section 6.3 is deleted and replaced as follows:

- 6.3 A person carrying on a business that does not have a permanent base of operation within the Village must apply for and obtain a business licence under this bylaw before advertising, soliciting, promoting or carrying on that business within the Village.

## **PART 8:**

PART 8 is renamed:

### **TRANSFER OR CHANGE OF BUSINESS LICENCE AT THE REQUEST OF THE BUSINESS**

Section 8.1 (a) closing of business is deleted and the section renumbered.

## **PART 9: PERIOD OF BUSINESS LICENCE**

Section 9.1 is deleted and replaced with the following:

- 9.1. All Business Licences issued under this Bylaw shall be for the calendar year to commence the first day of January and will expire on the thirty-first day of December each year except if a *business licence* is previously forfeited under this Bylaw.

## **PART 10: BUSINESS LICENCE FEES**

Part 10 is deleted and replaced as follows:

- 10.1 An applicant for a *business licence* must pay to the Village the applicable *business licence fee* for that *business licence* at the time of application and a *business licence* is not valid until it has been issued by the *Licence Inspector*.

- 10.2. No refund of the annual licence fee shall be made because the licensee ceases to do business at any time.
- 10.3. The Village shall refund business licence fees where a business licence application is withdrawn by the applicant prior to the business licence being issued, or the business licence application is refused by the Village, less the administration fee as set out in Schedule "A".
- 10.4. Despite section 10.3, in the event that an inspection by a Village Official takes place and the business licence application is refused or withdrawn by the applicant, a refund of the *business licence* fee will be issued, less the administration fee and an inspection fee as set out in schedule "A".
- 10.5 An applicant for a new *business licence* submitting the application between October 1<sup>st</sup> and December 31<sup>st</sup> will pay a reduced licence fee as set out in Schedule 'A'.
- 10.6 An applicant for a cannabis retail *business licence* must pay a non-refundable application processing fee as per Schedule 'A' before the *business licence* application is accepted for review.
- 10.7 Where a person holding a licence under this bylaw carries on the same business, under the same business name, at more than one location within the Village, the fee for licencing for each additional premises is the Auxiliary Business Fee set out in schedule "A".
- 10.8 Despite Section 10.7, where a person holds a Food Truck or Temporary Commercial Vending *business licence* at more than one location, the Auxiliary Business Fee does not apply.

## **PART 12: RENEWAL OF BUSINESS LICENCE**

Section 12.2 is deleted and replaced as follows:

- 12.2 Every business shall renew their *business licence* by January 31<sup>st</sup> of the current calendar year. In the event the business fails to renew their *business licence* on or before January 31<sup>st</sup>, the business shall pay, in addition to the annual *business licence fee* for the renewal period, a Late Payment Fee as set out in Schedule 'A'.



**PART 13: REFUSAL, SUSPENSION OR CANCELLATION OF A BUSINESS LICENCE**

13.1 A Licence Inspector may refuse an application for *business licence* in any specific case if the Inspector considers that the proposed operation cannot be carried out safely and in accordance with this Bylaw or other applicable enactments or laws.

**PART 14: STREET, PARK, MOBILE OR TEMPORARY VENDING**

Part 14 is deleted and replaced as follows:

14.1 Any person applying for a *Food Truck* or *Temporary Commercial Vending business licence* shall provide a copy of any contract or agreement with the Village which authorizes them to operate the Business on a Village park, sidewalk or road, as the case may be.

14.2 Every *Food Truck Vendor* and *Temporary Commercial Vendor* must:

- (a) Provide proof of insurance for the vehicle, vending cart, trailer, truck, vehicle or temporary stall;
- (b) Ensure their operation complies with the Village's Zoning Bylaw;
- (c) Provide the Licence Inspector with information as to how the person will comply with:
  - i. The Wildlife Attractants Bylaw
  - ii. The Sign Bylaw; and
  - iii. The Noise Regulation Bylaw
- (d) Obtain prior written permission from the owner of the land, allowing the *Food Truck*, portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the *Licence Inspector*.
- (e) Comply with any conditions imposed by a provincial health authority or the Village's Fire Department.
- (f) Not operate within six (6) metres of a fire hydrant.

14.3 Only one (1) *Food Truck* licence or one (1) *Temporary Commercial Vending Licence* will be issued per parcel of land

14.4 *Food Truck Vendors* must:

- a) obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;
- b) provide a garbage container at the location of the vending cart, trailer, truck, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their business operation;
- c) obtain a *business licence* for each separate location where the business will be operated; and
- d) meet Provincial health regulations applicable to their operation, and provide written confirmation of compliance from a Provincial health officer

14.6 *Temporary Commercial Vendors* must ensure their portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall: :

- a) is fully self-contained with no service connection other than electrical service being required;
- b) is capable of being moved on their own wheels without alteration or preparation or be towed by another vehicle;
- c) is located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway; and
- d) is kept in good repair.

14.7 A maximum of five (5) *Food Truck* or *Temporary Commercial Vending* licences will be issued in a calendar year.

**PART 16: COMMUNITY EVENTS**

Part 16 is amended by deleting section 16.1 and replacing it as follows:

16.1 Organizers of Community Events, where vendors are present, will be required to obtain a *business licence* that will cover all vendors participating in the Community Event and must comply with the Special Events or Open Spaces and Park Use Bylaw.

**PART 17: SPECIAL EVENTS**

Section 17.7 (a) and (b) is deleted and replaced as follows:

17.7 Any Business providing Special Events shall comply with the Special Events Bylaw.

#### **PART 19: BUSINESS LICENCE EXEMPTIONS**

Section 19.1 (c) is deleted and replaced as follows:

c) *Independent Contractor* hired by the Pemberton and District Community Centre to facilitate an activity, program or support an event run by the Recreation Services Department or by the Village to assist with a short-term project or event.

#### **PART 20: FARMERS' MARKETS**

20.1 Farmers' Markets are required to obtain a *business licence* that will cover all vendors participating in the market and will be required to enter into a contract with the Village and comply with the Special Events or Open Spaces and Park Use Bylaws.

#### **PART 24: PENALTIES**

Section 24.2 (a) (b) and (c) is deleted and replaced as follows:

24.2 A person found guilty of an offence under this bylaw is liable:

- a) If proceedings are brought under the *Offence Act (B.C.)*, to pay a fine to maximum of \$50,000 and such other amounts as the court may impose in relation to the offence;
- b) If a ticket is issued under the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, as amended or replaced from time to time, to pay a fine to a maximum of \$1,000;
- c) If a bylaw notice is issued under the Bylaw Notice Enforcement Bylaw No. 874, 2020, as amended or replaced from time to time, to pay a penalty to a maximum authorized under that *Local Government Bylaw Notice Enforcement Act*.

#### **FEE SCHEDULE**

Schedule A is deleted and replaced.

**NOTICE OF INTENTION TO AMEND** Business Licence Bylaw No. 855, 2019  
**PUBLISHED IN THE** Pique Newsmagazine on October 8, 2020 and October 15, 2020.

**READ A FIRST TIME** this 20<sup>th</sup> day of October 2020.

**READ A SECOND TIME** this 20<sup>th</sup> day of October 2020.

**READ A THIRD TIME** this 20<sup>th</sup> day of October 2020.

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

Fourth and Final Reading - November 3, 2020

## SCHEDULE 'A'

### FEES

#### **Part 8. Transfer or Change at the Request of the Business**

Transfer and Change Fees (8.2) \$ 25.00

#### **Part 10.1 Business Licence Annual Fees:**

Business Licence Fee (Resident & Non-Resident): (10.1) \$ 150.00

Administration Fee: (10.3 – application withdrawn or refused) \$ 25.00

Inspection Fee: (10.4 – application withdrawn/refused) \$ 100.00

#### **Business Specific Fees (Part Noted):**

Cannabis Production Facility - Standard (22) \$5,000.00

Cannabis Production Facility – Micro (22) \$2,500.00

Cannabis Retail (23) \$5,000.00

Community Event (16) \$ 150.00

Farmers' Market (20) \$ 300.00

Street, Park, Mobile or Temporary Vending (14) \$ 300.00

Short-Term Vacation Rental (21) \$ 300.00

Special Event (17) \$ 100.00

Trade Contractor (15) \$ 150.00

Vending Machines (18) \$ 150.00

#### **Part 10.5 Reduced Fee for Applications received between October 1<sup>st</sup> and December 31<sup>st</sup>: (Amendment Bylaw No. 871, 2019)**

The Business Licence Annual Fee for new applications received between October 1<sup>st</sup> and December 31<sup>st</sup> will be 50% of the full business licence annual fee set out in Part 10.1.

#### **Part 10.6 Non-Refundable Application Processing Fee**

Cannabis Retail Business Licence Applications \$1,000.00

#### **Part 10.7 Auxiliary Business**

Business Auxiliary to an existing business \$ 50.00

#### **Part 12. Business Licence Late Payment Fee:**

Business Licence Renewals received after January 31<sup>st</sup> will be subject to a Late Payment Fee of 25%.



Reference: 259133

October 22, 2020

**VIA EMAIL: [ngilmore@pemberton.ca](mailto:ngilmore@pemberton.ca)**

Nikki Gilmore, Chief Administrative Officer  
Village of Pemberton  
PO Box 100  
Pemberton, British Columbia  
V0N 2L0

Dear Nikki Gilmore:

Thank you to your delegation for meeting with Minister Donaldson and other ministry representatives during this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention process.

Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I am pleased to acknowledge the topics raised during your conference call, which included diking infrastructure.

The ministry applauds the village's proactiveness with the creation of the Pemberton Emergency Management Committee to review community safety projects. I understand that Pemberton is looking to improve flood protection, and earthquake preparedness, but has some concerns with being able to meet seismic guidelines as they are currently set.

Lori Halls, Deputy Minister, Emergency Management BC, explained that her department will be going to Treasury Board to ask for additional funding for flood mitigation projects.

With regards to seismic guidelines, ministry staff will review for allowances that may better enable Pemberton to meet standards.

Page 1 of 2

Nikki Gilmore, Chief Administrative Officer

Now that we are in the election period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming minister.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Allan', with a long horizontal flourish extending to the right.

John Allan  
Deputy Minister

pc: Office of the Minister of Forests, Lands, Natural Resource Operations  
and Rural Development  
Office of the Minister of Public Safety and Solicitor General  
Lori Halls, Deputy Minister, Emergency Management BC  
Craig Sutherland, Assistant Deputy Minister, Coast Area  
Ted White, Director and Comptroller of Water Rights

October 26, 2020

Sent via email / PDF

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

**RE: 2019 CEPF: Emergency Operations Centres & Training – EOC Improvements**

Dear Mayor Richman and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$23,944.02. Based on this, a payment in the amount of \$23,944.02 will follow by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the Village of Pemberton for undertaking this project and responding to the opportunity to develop EOC capacity to increase the resiliency of BC communities.

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

Sincerely,



Rebecca Bishop  
Program Officer

cc: *Jill Brooksbank, Communications Coordinator*

*The Community Emergency Preparedness Fund is funded by the Province of BC*





October 27, 2020

His Worship Mike Richman  
Mayor, Village of Pemberton  
Email: [mrichman@pemberton.ca](mailto:mrichman@pemberton.ca)

Dear Mayor Richman and Council:

I am writing to follow-up on the telephone meeting that Parliamentary Secretary Jennifer Rice and I had alongside the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD) with your delegation at this year's virtual Union of BC Municipalities (UBCM) Convention. It was a very good opportunity for us to hear first-hand the matters of importance to you and your community that relate to the emergency management portfolio.

I appreciate your keen interest in emergency management given the responsibilities that local governments have under the *Emergency Program Act*, as well as your commitment for the safety and security of the people of the Village of Pemberton (the Village). The global pandemic has been a significant challenge to us all, and I want to recognize the leadership you have demonstrated to your residents and community during this stressful time.

In this year's session led by FLNRORD, you raised the subject of qualifying for dike upgrades without the need to meet seismic design requirements, as the regional risk level is low. The Province appreciates the continued impact on the area following the Mount Meager slide and understands that the debris left by this slide has impacted the rivers and dike systems.

There was an acknowledgement at the meeting that a one-size-fits-all approach is not optimal and that flexible regional approaches are necessary. While there is no current funding available for diking works, the Province committed to reaching out to the federal government to advocate for more funding that can be used for projects of this nature.

As mentioned during the meeting, we continue the important work to modernize emergency management legislation to ensure that it embraces all four pillars of emergency management and reflects the lessons learned from recent emergency events including the current pandemic. We hope you took the opportunity to provide input into the engagement process.

.../2

Now that we are in the interregnum period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming elected official for this portfolio.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink that reads "Lori Halls". The signature is written in a cursive, flowing style.

Lori Halls  
Deputy Minister  
Emergency Management BC

pc: Nikki Gilmore, CAO, Village of Pemberton

Reference: 576876

## 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*