

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, March 2, 2021 at 5:30 p.m. via electronic means through a ZOOM Webinar. This is Meeting No. 1533.

"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](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/86914282097>**

Item of Business	Page No.
1. 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	1
Recommendation: THAT the Agenda be approved as presented.	
3. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1532, Tuesday, February 16, 2021	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1532, held Tuesday, February 16, 2021, be approved as circulated.	
4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
5. RISE WITH REPORT FROM IN CAMERA	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
7. COMMITTEE MINUTES - FOR INFORMATION	
None	
8. DELEGATION	
9. REPORTS	
a) Office of the Chief Administrative Officer	
i. Canada Healthy Communities Initiative (CHCI) Funding Application – Pemberton Community Barn Surface Upgrade	11
Recommendation: THAT the Village of Pemberton apply to the Canada Healthy Communities Initiative (CHCI) for grant funding, up to an amount of \$250,000 for a portable ice rink and surface upgrades to the Pemberton Community Barn.	

ii. **UBCM Evacuation Route Planning Funding Stream Application – Resolution Revision** 14

Recommendation #1

THAT the following resolution passed at the Regular Meeting No. 1527 held Tuesday, November 17, 2020 be rescinded:

THAT Council supports a joint application with the Squamish-Lillooet Regional District and District of Squamish to UBCM's Evacuation Route Planning funding stream for a \$60,000 consultant-led evacuation exercise in the Pemberton Valley and Squamish floodplain affected areas.

Recommendation #2

THAT Council supports a joint application with the Squamish-Lillooet Regional District and the District of Squamish to UBCM's Evacuation Route Planning funding stream and approves the appointment of the Squamish-Lillooet Regional District as the primary partner to apply for, receive and manage funding for this grant on behalf of all three partners.

b) **Corporate & Legislative Services**

i. **Lower Mainland Local Government Association - Resolutions for Consideration** 17

Recommendation: THAT Council provides direction with respect to the draft resolution to the LMLGA regarding changing the name, coat of arms and flag of the Province;

AND THAT Council provides direction with respect to a draft resolution to the LMLGA regarding the impact of tourism on the natural environment.

c) **Development Services**

i. **Zoning Amendment (Retaining Wall Regulations) – Request for Direction** 27

Recommendation: THAT Council provides direction to Staff on which option they prefer to advance the Village's approach to regulating retaining walls in hillside areas.

10. **BYLAWS**

a) **Bylaws for First, Second, and Third Readings**

i. **Board of Variance Bylaw No. 893, 2021** 52

Recommendation: THAT the Village of Pemberton Board of Variance Bylaw No.893, 2021 receive First, Second, and Third Reading

11. **MAYOR'S Report**

12. **COUNCILLORS' Reports**

13. **CORRESPONDENCE**

a) **For Action**

i. **Correspondence from Natalie Szewczyk, dated February 22, 2021, providing information regarding employment services offered through WorkBC for job seekers and local employers.** 69

Recommendation: THAT the information be forwarded to the Pemberton & District Chamber of Commerce and posted on the Virtual Hub Page.

+

b) For Information

- i. **Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 17, 2021, announcing the most recent initiatives to receive funding for the assessment, removal, and disposal of abandoned boats in Canadian waters under the Abandoned Boats Program, and reminding readers of the ongoing call for applications.** 73
- ii. **Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 26, 2021, relaying important information regarding tax filing, including a list of tax credits that seniors may be eligible to claim.** 75

Recommendation: THAT the correspondence be received.

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

76

18. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) Employee Relations (k) Negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

19. RISE WITH REPORT

20. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, February 16, 2021 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1532.

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

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Robert Grossman, Fire Chief
Tom Csima, Manager of Operations/Projects
Lisa Pedrini, Manage of Development Services
Emily White, Executive Assistant/HR
Laura Murphy, Project & Research Coordinator
Joanna Rees, Planner
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 1

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 9:02 a.m. Mayor Richman called the Regular Meeting to Order.

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

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1531, Tuesday, February 2, 2021

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1531, held Tuesday, February 2, 2021 be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

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

5. RISE WITH REPORT FROM IN CAMERA

5. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

There was no business arising.

6. COMMITTEE MINUTES - FOR INFORMATION

There were no Committee minutes for receipt.

7. DELEGATION

Veronica Woodruff joined the meeting at 9:07 a.m.

a) Veronica Woodruff, Project Manager, Pemberton Area Economic Development Collaborative - Regional Economic Development Plan - Update

Ms. Woodruff presented a summary of the work completed to date on the Regional Economic Development Plan. Ms. Woodruff noted that through the process the collaborative has seen the benefits of enhanced community trust and relationship building. The draft plan, which focuses on regional priorities and highlights ideas for further exploration, includes scenario planning for potential impacts of the COVID-19 Pandemic. The draft has been sent to member organizations for review. Once accepted, the next steps will be to consider responsibilities and leadership roles for the implementation phase.

Ms. Woodruff left the meeting at 9:25 a.m.

8. REPORTS

b) Office of the Chief Administrative Officer

i. UBCM Community Emergency Preparedness Fund Flood Mitigation Funding Application

Moved/Seconded

THAT Council supports a funding application, for an amount up to \$120,000, to UBCM's Flood Risk Assessment, Mapping and Mitigation funding stream to develop and build a framework to prioritize and implement specific structural protection measures for the most critical flood prone areas in the Pemberton Valley.

CARRIED

c) Corporate & Legislative Services

i. Lower Mainland Local Government Association – Call for Resolutions

Moved/Seconded

THAT Staff prepare a draft resolution to the Lower Mainland Local Government Association regarding consideration of a change to the name of the province, the coat of arms, and the flag, representative of the multi-cultural nature of our population and inclusive of our indigenous history, for review at the March 2, 2021 Regular Council Meeting.

CARRIED

Moved/Seconded

THAT Staff prepare a draft resolution to the Lower Mainland Local Government Association requesting funding to ensure management and protection of parks, crown lands not managed for tourism, and natural resources, in a manner respectful of aboriginal traditional and contemporary land use, as increased tourism impacts the natural environment.

CARRIED

11. BYLAWS

There were no bylaws for consideration.

12. MAYOR'S Report

Mayor Richman thanked Christine Burns, Manager of Recreation, and Community Centre Staff, for organizing the Family Day scavenger hunt.

Mayor Richman reported on the following meetings and events:

- Met with Phill Read, Secretary of the Rotary Club of Pemberton, and discussed the Rotary Club's proposed highway spring clean-up and the possibility of hosting the annual Barn Dance in September.
- Walked the Friendship Trail with Amanda Walker, Aboriginal Literacy Outreach Worker from Capilano University, and discussed cultural awareness signage.
- Met with Staff and Sea to Sky Community Services Society where the following issues were discussed:
 - The FoodBank need for additional space; and

- The growing need for supportive housing identified by Homeless Outreach Program workers. They have approached BC Housing and have asked the Village for ideas for short-term solutions.
- Attended the ScotiaBank teleconference Town Hall regarding the planned branch closure. Proposed that ScotiaBank supply ten laptops to be placed at the library to facilitate access to online banking services, which was immediately agreed to by ScotiaBank. Mayor Richman advised that he had followed up and requested that consideration be given to supplying additional laptops to the outlying communities as well.
- Participated in a panel discussion with the Honourable Catherine McKenna, Minister of Infrastructure and Communities, where new federal funding for transportation infrastructure was announced.
- Participated in a federal budget consultation panel and raised issues of emergency funding, childcare strategy, business recovery, and transit.
- Met with Greg Reamsbottom, new President of Pemberton Wildlife Association, who raised the issue of the Federal government proposal to delegate the authority to ban handguns to municipalities.
- Met with representatives from Innergex, Canoe Kayak BC, and Tourism Pemberton to discuss enhancing the use of the Rutherford Kayak Park through safety upgrades and the addition of a surf wave.
- Attended the February 11th meeting of the Pemberton Valley Utilities and Services Committee. The Pemberton Museum's request for additional funding was denied. Funding will be maintained for Pemberton Television and Radio for this year. Strategies to reduce costs and while maintaining service levels necessary for emergency communication will be explored for next year's budget.

Mayor Richman reminded residents of the following community activities:

- Public Work crews are undertaking watermain flushing this week. Residents may experience some water discoloration. For more information, visit the Village website.
- Tomorrow is the last opportunity to 'Have Your Say' on Affordable Housing by completing the survey at haveyoursay.pemberton.ca. Participants will enter into a draw to win a \$25 gift certificate to a Pemberton Business of their choice. The winner will be announced on Thursday.
- Take part in the Village of Pemberton's Budget Process. Attend the Public Budget Info Session on Tuesday, March 16th at 9am. Visit the Village website for more details.
- Winter Parking Regulations are in effect. Check signs for details.

12. COUNCILLORS Reports

Councillor Zant reported on the following:

- Attended the Pemberton Valley Utilities and Services Committee meeting on February 11th where funding requests were considered.

Councillor Craddock did not report.

Councillor Noble did not report.

Councillor Antonelli did not report.

13. CORRESPONDENCE

a) For Action

- i. Correspondence from Clare Greenberg, Executive Director, Sea to Sky Invasive Species Council, dated January 30, 2021, requesting stable annual funding for the Partnership Program, with a contribution of \$1,600 for 2021.**

Moved/Seconded

THAT correspondence be sent to Ms. Greenberg informing Sea to Sky Invasive Species Council that the funding request has been included as a line item in the budget.

CARRIED

- ii. Correspondence from Tara Teigen, Village resident, dated February 1, 2021, expressing support for additional bylaw enforcement and fenced off-leash dog parks in the wake of the recent attack on the Corey family's puppy.**

Moved/Seconded

THAT the correspondence be referred to Staff for response.

CARRIED

b) For Information

- i. Copy of correspondence from Diane Langman, Chair, Regional District of Kootenay Boundary, dated February 4, 2021, to Premier John Horgan and the Honourable Adrian Dix, Minister of Health, regarding support for universal no-cost access to all prescription contraception available in BC under the Medical Services Plan.**
- ii. Correspondence from Katherine Lawrence, Stewardship Officer, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Sea to Sky Natural Resource District, dated February 8, 2021, forwarding information from the Chief Forester of for the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding COVID-19 protocols for the upcoming 2021 tree planting season.**

- iii. **Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 10, 2021, announcing the opening of the intake period for the Canada Healthy Communities Initiative.**
- iv. **Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 10, 2021, announcing the call for proposals for funding under the Sectoral Initiatives Program and noting that the application deadline is March 4, 2021.**

Moved/Seconded
THAT the correspondence be received.
CARRIED

15. DECISION ON LATE BUSINESS

There was no late business.

16. LATE BUSINESS

17. NOTICE OF MOTION

There was no notice of motion.

18. QUESTION PERIOD

There were no questions from the public.

19. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (2) (b) 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

At 10:15 a.m. a two-minute recess was called and Council prepared to move In Camera.

20. RISE FROM IN CAMERA

At 10:28 a.m. Council rose from In Camera without report and the Regular Meeting was recessed.

At 2:28 p.m. the Regular Meeting was reconvened and Council moved back In Camera.

21. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (2) (b) 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

22. RISE FROM IN CAMERA

At 2:40 p.m. Council rose from In Camera and did not report.

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 2:41 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, March 2, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Vinka Hutchinson, Communications and Grant Coordinator

Subject: Canada Healthy Communities Initiative (CHCI) Funding Application - Pemberton Community Barn Surface Upgrade

PURPOSE

The purpose of this report is to seek support for a funding application to the Canada Healthy Communities Initiative (CHCI) for surface upgrades to the Pemberton Community Barn.

BACKGROUND

The COVID-19 pandemic has had a far-reaching and deep impact on communities across Canada including on how we access and use public spaces. The Healthy Communities Initiative supports communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19.

This \$31 million investment from the Government of Canada, will fund small-scale infrastructure projects to create safer, more vibrant and inclusive communities. Community Foundations of Canada (CFC) and its network are working alongside the Canadian Urban Institute (CUI) and other partners to deliver this Initiative locally.

The project must fulfill the following eligibility criteria for consideration:

- Submitted by an eligible organization, and provides documentation
- Responds to needs arising from COVID-19
- Creates or adapts public spaces, or programming or services for public spaces in the public interest
- Demonstrates consideration of and connections within the community
- Serves the general public or a community disproportionately impacted by COVID-19
- Falls within the Healthy Communities Initiative theme(s)
- Submitted with a complete budget
- Is requesting between \$5,000 and \$250,000
- Incurs expenses between April 1, 2020 to June 30, 2022

The Pemberton Community Barn Surface Upgrade Project will meet all of these criteria and will fall within the “Safe and vibrant public spaces” theme of the Initiative which includes community projects that create or adapt existing public places such as parks, main streets, and indoor spaces that encourage safe cultural or physical activities, and local commerce.

For this reason, Staff is proposing the Pemberton Community Barn Surface Project to be put forward for funding consideration.

DISCUSSION & COMMENTS

This project will provide a much-needed upgrade to the Pemberton Community Barn floor with the installation of a new concrete surface. It will also create a public recreation space with the purchase and installation of a portable ice rink for free public use.

The project responds to ongoing needs arising from COVID-19 by adapting an existing public space to provide additional recreation opportunities for the Pemberton community that meet public health guidelines.

The Class D Cost Estimate totals \$329,000, which includes engineering/design, site prep, irrigation relocation, stamped or coloured concrete, portable 90' x 45' rink (which includes chillers and liners), perimeter boards, electrical and conduit work, and a 20% contingency amount. If successful, \$250,000 would be covered by the Canada Healthy Communities Initiative (CHCI) Fund. Staff recommend Council allocate an amount up to \$80,000 from the Village's COVID 19 Safe Restart Fund to cover the remainder.

The deadline for the intake is March 9, 2021 (2:00pm PST). At this time, Staff is seeking Council's endorsement of the application which is a requirement of the submission.

COMMUNICATIONS

There are no communication considerations at this time. However, should the Village be successful in obtaining funding for the proposed project, the Village would be bound to the communications requirements as set out in the funding agreement.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for considerations at this time as funding covers 100% of eligible project costs.

INTERDEPARTMENTAL IMPACT & APPROVAL

If successful, oversight of this projects will be undertaken by the Operations and Projects Department and would be incorporated into the 2021/22 Work Plans for the Department.

Interdepartmental Approval by:	Tom Csima, Manager of Operations & Projects
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IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The submission of the grant funding application has no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Village of Pemberton apply to the Canada Healthy Communities Initiative (CHCI) for grant funding, up to an amount of \$250,000 for a portable ice rink and surface upgrades to the Pemberton Community Barn.

Prepared by:	Vinka Hutchinson, Communications and Grant Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: March 2, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Sarah Toews, Emergency Program Coordinator
Subject: UBCM Evacuation Route Planning Funding Stream Application

PURPOSE

The purpose of this report is to provide an update on the Village's application to UBCM Community Emergency Preparedness Fund and seek Council's support to revise the resolution that was submitted with the application.

BACKGROUND

At the Regular Meeting of Council No. 1526 held Tuesday, November 3, 2020, Council supported an application to UBCM's Evacuation Route Planning funding stream to conduct a consultant-led evacuation exercise in the Pemberton Valley and Squamish floodplain affected areas in partnership with the Squamish-Lillooet Regional District (SLRD) and the District of Squamish (DOS). At that meeting the following resolution was passed:

Moved/Seconded

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 be rescinded.

CARRIED

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. Results of these exercises will feed into updates and the developments of Evacuation Plans in the SLRD, the DOS and the Village.

DISCUSSION & COMMENTS

In consultation with UBCM's Program Officer, it was requested that all partnering jurisdictions submit one regional application for the project. Therefore, at the Regular Meeting of Council No. 1527 held Tuesday, November 17, 2020, Staff brought forward a request to Council to rescind the resolution passed at Regular Meeting of Council No. 1526 held Tuesday November 3, 2020 and at that meeting the following resolution was passed:

Moved/Seconded

THAT Council supports a joint application with the Squamish-Lillooet Regional District and District of Squamish to UBCM's Evacuation Route Planning funding stream for a \$60,000

consultant-led evacuation exercise in the Pemberton Valley and Squamish floodplain affected areas.

CARRIED

Following submission of the application, as the SLRD will be the project lead, UBCM has now requested that the resolution indicate support for the proposed project and a willingness to allow the SLRD to receive funds and provide overall grant management.

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.

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

Recommendation #1

THAT the following resolution passed at the Regular Meeting No. 1527 held Tuesday, November 17, 2020 be rescinded:

***THAT** Council supports a joint application with the Squamish-Lillooet Regional District and District of Squamish to UBCM's Evacuation Route Planning funding stream for a \$60,000 consultant-led evacuation exercise in the Pemberton Valley and Squamish floodplain affected areas.*

Recommendation #2

THAT Council supports a joint application with the Squamish-Lillooet Regional District and the District of Squamish to UBCM's Evacuation Route Planning funding stream and approves the appointment of the Squamish-Lillooet Regional District as the primary partner to apply for, receive and manage funding for this grant on behalf of all three partners.

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

Date: March 2, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate and Legislative Services
Gwendolyn Kennedy, Legislative Assistant

Subject: Lower Mainland Local Government Association - Resolutions for Consideration

PURPOSE

The purpose of this report is to present to Council proposed resolutions to be submitted by the Village of Pemberton for consideration by the Lower Mainland Local Government Association (LMLGA) at their Virtual Conference and Annual Meeting to be held May 12 -14, 2021.

BACKGROUND

At Regular Council Meeting No. 1532, held Tuesday, February 16, 2021, discussion took place respecting submitting resolutions to LMLGA to inspire action on issues important to local governments. As a result, the following resolutions were passed:

Moved/Seconded

***THAT** Staff prepare a draft resolution to the Lower Mainland Local Government Association regarding consideration of a change to the name of the province, the coat of arms, and the flag, representative of the multi-cultural nature of our population and inclusive of indigenous history, for review at the March 2, 2021 Regular Council Meeting.*

CARRIED

Moved/Seconded

***THAT** Staff prepare a draft resolution to the Lower Mainland Local Government Association requesting funding to ensure management and protection of parks, crown lands not managed for tourism, and natural resources, in a manner respectful of Aboriginal traditional and contemporary land use, as increased tourism impacts the natural environment.*

CARRIED

It should be noted that submissions related to resolutions already considered and forwarded by local area associations to UBCM or those already considered, and direction provided at a previous UBCM Convention will not be entertained to avoid duplication.

CONSIDERATION OF CHANGE OF NAME, COAT OF ARMS, AND FLAG

At the Regular Council Meeting No. 1520, held July 28, 2020, Council received correspondence from Mr. Ben Pires (**Appendix A**), requesting that Council pass a resolution for submission to the Provincial Government to change the name, flag, and coat of arms for British Columbia, and referred discussion to a future Committee of the Whole meeting. Subsequently, at Committee of

the Whole Meeting No. 208, held October 6, 2020, the Committee discussed the matter and passed the following resolution:

Moved/Seconded

THAT the subject of proposed changes to provincial name, flag and coat of arms be brought back to the Committee of the Whole prior to the next Lower Mainland Local Government Association (LMLGA) conference for consideration of submitting a potential resolution.

CARRIED

A background brief was provided by Councillor Noble at Regular Meeting No. 1532, held Tuesday, February 16, 2021, and is attached as **Appendix B**.

As directed by Council, a draft resolution regarding changing the name, coat of arms, and flag of the Province has been prepared for Council's consideration below:

Draft Resolution 1: Consideration of Change of Name, Coat of Arms, and Flag

WHEREAS the name of British Columbia invokes images of colonial-settler society and fails to acknowledge either the First Nations heritage or the multi-cultural nature of the Province;

AND WHEREAS the adoption of Indigenous place names is a notable and symbolic step in the journey towards reconciliation and decolonization;

THEREFORE BE IT RESOLVED THAT UBCM request that the provincial government consider changing the name of British Columbia to a name representative of our Indigenous heritage;

AND BE IT FURTHER RESOLVED THAT UBCM request that the provincial government consider changing the coat of arms and the flag of the Province to be more inclusive of the Province's Indigenous heritage and more reflective of the multi-cultural nature of our population.

MANAGEMENT OF LANDS FOR SUSTAINABLE TOURISM

Tourist and recreational use of lands brings benefits and challenges to communities. The natural environment is vulnerable to damage from overuse and misuse and loss of biodiversity is a significant threat to our local environment, yet sustainable tourism is a key driver of local and regional economies in British Columbia. Management of responsible access to the natural environment was ranked number two of ten strategy areas presented in the draft Regional Economic Development Strategy prepared for the Pemberton Area Economic Development Collaborative. However, as acknowledged in the report, rural and Indigenous communities may lack the resources for managing sustainable development. Furthermore, parks, crown lands not managed for tourism, and natural resources cross local and regional boundaries and as such cannot be managed by local governments or First Nations alone. As such, the Village has submitted resolutions to LMLGA in the past addressing the impacts of tourism on the natural environment and the need for funding for the management of lands and resources.

In 2018, the Village submitted the following resolution regarding the impacts of adventure tourism on the natural environment:

WHEREAS the rapidly increasing popularity of adventure tourism is having adverse impacts to the natural environment, such as increased human/wildlife conflicts, the closures of popular destinations to unmanageable volume, garbage, and an increased risk of wildfire in remote areas;

THEREFORE BE IT RESOLVED THAT the Province be requested to match the investment made in their Tourism Marketing with a commensurate investment in infrastructure, maintenance, enforcement, and staffing to assist in mitigating the resulting challenges of increased visitor volumes at local Provincial parks and other backcountry areas;

AND BE IT FURTHER RESOLVED THAT a trail booking and reservation system fee structure be developed to mitigate day-to-day impacts to the natural environment.

The resolution was endorsed by both the LMLGA and UBCM and submitted to the Province. The provincial response included a summary of initiatives aimed at managing and promoting adventure tourism, including engagement with the Adventure Tourism Coalition of 19 sector associations representing nature-based experiences across the province, and the strategic development of tourism through the Destination Development Planning program led by Destination BC. The detailed response is attached as **Appendix C**.

In 2019, the Village followed up with the following resolution in response to overuse of nearby Joffre Lakes Provincial Park:

WHEREAS the negative impacts to lower mainland Provincial parks and Crown Land recreation areas continue to occur due to increasing tourism and limited funding;

THEREFORE BE IT RESOLVED THAT the Province be requested to allocate additional funding to managing BC Parks, specifically Joffre Lakes Provincial Park, and Crown Land recreation areas in the Sea to Sky Corridor and Lower Mainland.

The response received from the Ministry of Environment and Climate Change Strategy detailed the comprehensive strategy put in place to manage the issue at Joffre, which was developed using the Visitor Use Management Framework model in collaboration with the Lil'wat Nation and N'Quat'qua, Ministry of Transportation, and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. BC Parks is actively working on a long-term strategy for Joffre Lakes Park and is also a member of the Sea to Sky Visitor Use Management Project initiated by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, working in collaboration with local governments and First Nations to address increasing recreation pressures in the overall corridor. The resolution and response are attached as **Appendix D**.

Further to the submission of these resolutions, in 2017 the Village met with the Minister of Tourism at UBCM to discuss the increase in human/wildlife conflicts, safety concerns, and the threat to the natural environment because of increased tourism in the Pemberton Valley. As well, Council met with the Minister of Forest, Lands, Natural Resource Operations and Rural Development on the same issues in 2018 and 2019.

The provincial initiatives outlined in the 2018 and 2019 resolution responses focus on working with industry, local governments, and First Nations in developing long term adventure tourism planning as well as immediate solutions for parks and crown lands impacted by rapidly increasing tourist and recreational use. A new resolution addressing the impact of tourism and recreation on the natural environment will need to focus on a different solution, possibly through the

identification of gaps in the provincial response, or through the recommendation of next steps. As such, Staff is seeking Council's input in drafting a resolution addressing the impact of tourism on the natural environment.

COMMUNICATIONS

No communication components are required.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

There is no impact on budget and staffing as the preparation of this report is incorporated into the daily activities of the Department of Corporate & Legislative Services.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approval required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council provide direction with respect to the draft resolution to the LMLGA regarding changing the name, coat of arms and flag of the Province;

AND THAT Council provide direction with respect to a draft resolution to the LMLGA regarding the impact of tourism on the natural environment.

Attachments:

Appendix A: Submission to Council from Ben Pires, dated July 21, 2020, Request to Change the Name of the Province

Appendix B: Background Brief – Submitted by Councillor Noble

Appendix C: UBCM Resolution B72 and Provincial Response

Appendix D: UBCM Resolution B45 and Provincial Response

Submitted by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A

From: [REDACTED]
Sent: Tuesday, July 21, 2020 12:26 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Colonial name of our province

Dear Mayor and Council:

I would like to request council to urge the provincial government, through a council resolution, to proclaim a new INCLUSIVE name for our province and adopt a new flag and coat-of-arms on the 150th anniversary of the province's entry into the Canadian confederation on July 20, 2021.

The intent is not to revise our history but to greatly expand its limited focus under the province's current name and symbols. It will create new economic activity, post COVID-19, and will generate world-wide attention [new world maps, atlases] and recognition that our province is inclusive of all its peoples. It will be a boon to tourism, particularly in an interest in our indigenous cultures.

The government should consult with our indigenous communities on a new name that will reflect the province's more than 10,000 years of indigenous history, its awesome grandeur, diverse bio-geoclimatic zones and mosaic of multi cultures.

The new name should be short and easily pronounceable and spelled.

Today, it has become a practice, before a public event, to have an indigenous land acknowledgement. Is this mere tokenism, under the guise of Truth and Reconciliation, even when our province continues to have a COLONIAL name, flag and coat-of-arms?

Queen Victoria, a monarch who never set foot in these parts, chose the name "British Columbia" on July 24, 1858, by. Her decision, though said to be hesitant, was unilateral. She did not consult with the mostly indigenous people who lived here.

Vancouver Island was a British colony for just 22 years. The mainland was a colony for 13 years. British rule ended in 1871. Yet we cling to the "British" moniker while ignoring [a] the more than 10,000 years that indigenous communities inhabited these lands, and [b] our 149 years in the Canadian confederation.

Some will argue that a name change will dishonour British roots and heritage, and, oh yes, tradition. They conveniently forget the roots, heritage and traditions of our

indigenous communities, who have lived here for more than 10,000 years, and those of us who are not of British [today a minority] ancestry.

We are not British. And Columbus never came here. It is meaningless name, particularly when abbreviated to BC, and confusing [there is a Colombia country and BC is mostly commonly interpreted as ‘Before Christ’ or, tongue in cheek, “British Colonists”]. We have laboured under this colonial pretension for too long.

There were many Canadians who had their knickers in a knot when Prime Minister Lester B. Pearson proposed a new flag on June 15, 1964, that was inaugurated on February 15, 1965, a mere eight months later. Was this a mistake? Should we have kept the old Canadian Red Ensign with the Union Jack and coat of arms on a red background so that we could continue to show our gratitude to the British?

Today the Maple Leaf is the pride of all Canadians.

When can we take pride in our province’s name, flag and coat-of-arms?

A new name, flag and coat of arms would be in accordance with Premier John Horgan’s recent challenge of “thinking outside the box” in the “new normal” after the COVID-19 pandemic.

It will demonstrate solid confidence in our selves as a province that is inclusive of all its residents, rather than clinging to coattails of British colonists.

The name, of course, cannot be fully changed overnight because it is a complex matter. However, many countries had the fortitude to make a start and go through a liberating process of choosing a new name [i.e. Ghana, Indonesia, Sri Lanka, Zambia, Mali, etc.] and implementing it fast.

If we keep the status quo, we are only confirming that many in our midst still have the “colonizers’ supremacy culture” and all their talk about reconciliation with our indigenous peoples and being a multicultural province is only tokenism and not full and respectful inclusion.

Sincerely

Ben Pires



My take on our province's flag:

It is a **COLONIAL** flag.

The top depicts the Royal Union Flag with a crown in the centre.

This only reflects **22** years of Vancouver Island and **13** years of the Mainland as British colonies.

It **IGNORES 149** years of the province in the Canadian Confederation and the more than **10,000** years of indigenous communities on these lands.



Ben Pires, Victoria



APPENDIX B

BACKGROUND BRIEF – SUBMITTED BY COUNCILLOR NOBLE:

Consideration of Change of Name, Coat of Arms and Flag for the Province of British Columbia

We would like to propose a change of name, flag and coat of arms for our province, which will be more inclusive and encompassing of the Indigenous communities and the multi-cultural population that call it home.

The intent is not to 'revise' history, but to greatly expand its limited focus under the province's current name and symbols. The government should consult with the indigenous communities on a new name that will reflect the province's more than 10,000 years of indigenous history, its awesome grandeur, diverse bio-geoclimatic zones and mosaic of multi cultures.

Queen Victoria, a British monarch who never set foot in these parts, chose the name British Columbia on July 24 1858. She did not consult with the Indigenous people of the land. Our nation is not British. Columbus never came here. Vancouver Island was a British colony for a mere 22 years. The mainland was a colony for only 13 years. We have been part of the Canadian Confederation for 149 years. British rule ended in 1871.

The name cannot be fully changed overnight because it is a complex matter. However many countries have gone through the liberating process of choosing a new name (i.e., Ghana, Sri Lanka, Zambia, Mali, etc) and implementing it quickly.

Many Canadians were upset when Prime Minister Lester B Pearson proposed a new flag for Canada on June 15 1964, which was inaugurated on February 15 1965, a mere 8 months later. It replaced the Red Ensign and Union Jack with the Canadian Maple Leaf flag. To Pearson, this was critical to defining Canada as a unified, independent country. Our province needs to take similar measures, to better represent the full history and demographics of our province and its inhabitants. This would also align with the goals of reconciliation with Indigenous communities.

APPENDIX C

B72 BACKCOUNTRY TOURISM

Whereas the rapidly increasing popularity of adventure tourism is having adverse impacts to the natural environment, such as increased human/wildlife conflicts, the closures of popular destinations to unmanageable volume, garbage, and an increased risk of wildfire in remote areas:

Therefore be it resolved that the Province be requested to match the investment made in their Tourism Marketing with a commensurate investment in infrastructure, maintenance, enforcement, and staffing to assist in mitigating the resulting challenges of increased visitor volumes at local Provincial parks and other backcountry areas;

And be it further resolved that a trail booking and reservation system fee structure be developed to mitigate day-to-day impacts to the natural environment.

RESPONSE: Ministry of Tourism, Arts and Culture

Government is supporting the adventure tourism sector through a cross-ministry working group and ongoing engagement with the Adventure Tourism Coalition of 19 sector associations representing nature-based experiences across the province.

Government is also supporting the strategic development of tourism through the Destination Development Planning program being led by Destination BC. This initiative, currently in the second year of a three-year program, will result in the creation of 10-year tourism development plans for 20 distinct areas across the province.

Partner ministries are also investing in infrastructure to support outdoor recreation and adventure tourism. BC Parks has operational and campsite expansion budgets that include projects and facilities in backcountry areas. An additional \$1 million has been approved for 2018-19 for backcountry facility investment.

Recreations Sites and Trails (RST) in the Ministry of Forests, Lands, Natural Resource Operations and Rural Development manages trails and facilities on Crown land outside of parks, and has an estimated budget of \$11 million for 2018-19. This includes \$650,000 in funding to support maintenance, \$1.4 million capital investment in new and renovated infrastructure, and \$1.8 million as part of a campsite expansion project.

Where use levels and demand warrant, BC Parks and RST are implementing reservation systems for high demand recreation sites, particularly on the coast. Rather than consider reservations and fees for trails, RST is piloting work on implementation of a comprehensive Visitor Use Management Framework to better guide decisions on approvals, management and investment in recreation infrastructure.

APPENDIX D

B45 Funding for BC Parks Management

Whereas the negative impacts to lower mainland Provincial parks and Crown Land recreation areas continue to occur due to increasing tourism and limited funding;

Therefore be it resolved that the Province be requested to allocate additional funding to managing BC Parks, specifically Joffre Lakes Provincial Park, and Crown Land recreation areas in the Sea to Sky Corridor and Lower Mainland.

RESPONSE: Ministry of Environment and Climate Change Strategy

Addressing the visitor use at Joffre Lakes Park is a complex situation, involving multiple land managers. Therefore, BC Parks has developed an integrated, multi-agency approach using the Visitor Use Management Framework model developed in the United States.

In collaboration with the Lil'wat Nation and N'Quat'qua, Ministry of Transportation, and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Parks has developed an Action Plan for Joffre Lakes Park, which contains management strategies for the 2019 season. We are working on developing a long term management strategy which will guide management decisions for the coming years.

The key strategies in the Action Plan implemented in 2019 include: parking lot expansion, implementation of a shuttle bus service, emergency phone service installation, introduction of a First Nation Park Stewards pilot project with the First Nations, inclusion of the backcountry campground on the reservation system, park facility maintenance increases, and delivery of compliance and enforcement strategies through a Compliance Action Plan.

In 2019, BC Parks invested over \$242,000 in additional support to Joffre Lakes Park, in addition to the pre-existing yearly budget. This investment was dispersed to the following priorities: \$100,000 to expand the parking lot, \$25,000 on an emergency phone system, \$33,900 to support the First Nations Park Stewards project, \$10,270 for increased facility cleaning, \$27,000 on traffic management, and \$15,000 for installation of a heli-pad to support Search and Rescue response. We have also funded a 7-month Senior Ranger position within the park for an investment of \$30,800.

BC Parks is actively working on a long term strategy for Joffre Lakes Park and is also a member of the Sea to Sky Visitor Use Management Project by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, to address increasing recreation pressures in the overall corridor. BC Parks will continue to engage with the public, stakeholders, and the local First Nations on strategies that will help us achieve our desired condition for the park and ensure our environmental and cultural values are protected, and the park is safe for visitors to recreate in.

Date: March 2, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, Manager of Development Services

Subject: Zoning Amendment (Retaining Wall Regulations) – Request for Direction

PURPOSE

The purpose of this report is to seek Council direction on the options and specifically the extent and cost of the analysis needed to introduce a suitable, justifiable maximum retaining wall height for hillside development.

BACKGROUND

On December 12, 2020, at the Committee of the Whole Meeting No. 209, 2020, the Committee received a report on hillside developments and specifically challenges that are presently being encountered with the current Zoning Bylaw restrictions on retaining wall heights in hillside developments.

At that meeting, the Committee of the Whole made the following recommendation:

Moved/Seconded

***THAT** the Committee of the Whole recommend to Council that Staff be directed to undertake a review and amendment process to the Village of Pemberton Zoning Bylaw No. 832, 2018 to address retaining wall height provisions.*

CARRIED

The Committee of the Whole resolution was presented to Council that evening at their Regular Meeting No. 1529, held the same day, and subsequently ratified by Council.

The recommendation was in response to a specific regulatory concern arising from several recent over-height retaining walls constructed and proposed in the Sunstone neighbourhood that identified an issue with the retaining wall height provisions in the Zoning Bylaw. Last fall, the Board of Variance reviewed two requests to vary the current retaining wall height provisions, and in both instances elected not to render a decision, stating the variance request was not minor and therefore outside the scope of the Board of Variance.

On January 12, 2021, Staff presented Zoning Amendment (Retaining Wall Regulations) Bylaw No. 892, 2001 to amend the Village of Pemberton Zoning Bylaw No. 832, 2018 to revise the regulations related to retaining wall heights and screening requirements. Specifically, the amending bylaw proposed a requirement for engineering analysis and review for any retaining wall over 1.2 metres in height. This approach is similar to the previous Zoning Bylaw provisions that triggered engineering of retaining walls greater than 2.4 metres in height.

The proposed amendment would have eliminated the maximum height provision to reflect the variability of hillside development sites and the challenges associated with establishing a maximum height that will work effectively, in all incidences for the range of hillside development sites.

The proposed amendment also included a provision for vegetative screening (landscaping) of any retaining wall higher than 1.2 metres. A landscape buffer of a minimum of 1.8 metres in height would have been required to provide visual relief of any retaining structures. The proposed approach also included an associated amendment to address the height restriction of 1.2 metres for retaining walls within the siting exemption from setbacks.

At that meeting, Council passed the following resolution:

Moved/Seconded

THAT Zoning Bylaw Amendment (Retaining Wall Regulations) Bylaw No. 892, 2021, be referred back to Staff to examine options for retaining wall height restrictions;

AND THAT a report be prepared for presentation and discussion at a future meeting of the Committee of the Whole.

CARRIED

As noted above, to undertake an examination of options for retaining wall height restrictions, Staff have determined that there will be costs associated with this review and analysis to introduce a suitable, justifiable maximum retaining wall height for hillside development. As such, before proceeding Staff has prepared further information for Council's consideration.

DISCUSSION AND COMMENTS

Given that Council elected not to proceed with the bylaw amendment, citing a preference for a cap on maximum height for retaining walls as a preferred alternative, the following is a Scope of Work that outlines the necessary steps to establish a suitable maximum retaining wall height given the variation of hillside developments in the community.

Scope of Work

As the Village wishes to establish an appropriate maximum height for retaining structures to include in the Zoning Bylaw, Staff can advise that determining this will require a comprehensive analysis and projection of lot grading in hillside neighbourhoods for several lots that have been subdivided, but not yet constructed upon. This approach will involve ground-truthing the affected land base to support the recommended maximum height.

Base Work Program

Step 1: Review and Analysis (2 weeks)

- Review previous subdivision approvals to identify existing lots.
- Source and review topographic overlays to determine grade changes on the steeper quartile of lots.
- Create an inventory of challenging lots for further analysis.

Step 2: Project or Estimate Retention Requirements (4 weeks)

- Project or estimate potential building envelopes and access options based on Village policy and other accepted construction principles/practices for a select number of lots.
- Establish a benchmark range for retention requirements.

Step 3: Options (4 weeks)

- Explore a range of retention options for structural retention and alternatives to structural retention.
- Assess best practices in retaining wall construction and site grading.
- Research, compare and contrast other municipal approaches to hillside development/retaining wall maximums.
- Explore policy options such as differential setbacks for different frontages, differential heights.
- Compile a range of potential zoning responses.

Step 4: Committee of the Whole Directions Report (2-3 weeks)

- Prepare and present a report to Committee of the Whole requesting direction on the preferred Zoning Bylaw response.

Step 5: Prepare and Manage Zoning Bylaw Amendment (8 – 10 weeks)

- Prepare amendment to related retaining wall provisions in the Zoning Bylaw and prepare amending bylaw with accompanying Staff report.
- Manage rezoning process through consultation, readings, public hearing and adoption.

Work Program Enhancements

Two potential work program enhancements include the following:

1. *Public/Stakeholder consultation:* Though not essential to the work program, additional targeted public consultation may assist in the analysis and policy response. (4 weeks)
2. *Design Assistance:* As the process will necessarily involve forecasting or projecting potential building envelope and site planning approaches, additional design resources would enhance the ability to more accurately understand the impacts of the grade variations on building form and retention needs. (4 – 6 weeks)

Proposed Budget

The base work program outlined above is estimated to consist of approximately 50-60 hours of work depending on available topographic information. This amounts to a cost estimate of between \$7,000 - \$8,400. Depending on adequacy of existing topographic information, and/or data-owner's willingness to share existing information, there may be a need for additional data acquisition at a cost estimated at \$500.

The two work program enhancements would add approximately \$1,000 for the public consultation and \$2,500 for the design assistance. Total cost with enhancements is estimated to be \$11,000 - \$12,400.

Proposed Timing

Based on previously established Village/Council Strategic priorities, the minimum timeline would be approximately six (6) months to completion, with Steps 1-3 comprising approximately ten (10) weeks of the timeline, and the remainder the Committee of the Whole and Council review process.

As there are a number of potential variables to the work program, the foregoing represents a best effort to frame the exercise as it is understood at this time.

OTHER OPTIONS

The option above involves an extensive amount of work and may result in a maximum height that is not palatable to Council or the community, may not protect neighbourhood character or meet the intent of the Hillside Development Design Guidelines.

Considering that most construction is occurring in new neighbourhoods in Pemberton that have considerable topography and building challenges, Staff present the following alternate options for consideration:

1. Revert the provisions for retaining wall heights back to the zoning regulations that existed before the new 2018 Zoning Bylaw Amendment, but establish the maximum height to 2.4 m, noting that the design and construction of a retaining structure greater than 2.4 m in height shall be supervised by a Registered Professional. While this approach would be easily implemented it may not address the impact of large retaining walls on neighbours and viewsapes but it would eliminate the need for applicants to apply for Development Variance Permits for any retention between 1.2 m and 2.4 m;
2. Revisit the recommended approach presented in January 2021 whereby the maximum height is removed, but a requirement for engineering analysis and provision of vegetative screening (landscaping) for any retaining wall over 1.2 metres in height. The previously presented approach also included an associated amendment to address the height restriction of 1.2 m for retaining walls within the siting exemption from setbacks. This would allow in-progress projects to resume and ensure landscaped screening but would not ease Council's trepidation toward no stated maximum height or concerns from those members the public that have expressed dissatisfaction with the visual impacts of oversize retaining walls.
3. Maintain the Status Quo - Another option might be to retain the current approach on maximum height, with more focus on education and awareness of the Village's preference for development that meets the Village of Pemberton Hillside Development Design Guidelines. The current 1.2 m maximum height can be effective in some cases if residents understand that achieving a "flat backyard" is not commensurate with hillside development. Currently, residents can create terraced retaining walls with a maximum rise of 1.2 m as long as they ensure there is a 0.6 m minimum horizontal run between each retaining wall within the same setback area.

As noted in correspondence received from Ms. Lee Edwards, a Sunstone property owner (**Appendix A**), residents are able to find a creative design solution with multiple tiers that work with the slope of the land avoiding the need for massive retention. This approach is

supported by Section 1.2.1 of the Development Design Guidelines that recommends low profile homes that follow the natural ridgeline, respond to the natural slope of the hillside by using a stepped foundation and sit into the hillside [as opposed to on top of it] to help integrate houses with the natural landform.

This approach may still require some retention, albeit smaller well-landscaped retaining walls are recommended to maintain the natural topography and reduce grading. There is also the option to place detached garages at a different elevation than the main home to avoid overly steep driveways, where possible.

Staff note that the maximum retaining wall height of 1.2 metres is aligned with the BC Building Code maximum height before requiring engagement of a professional engineer, and as recommended by the Municipal Insurance Association of British Columbia.

4. Look at what our neighbouring mountainous community is doing. The Village's present approach does restrict retaining walls from extending to shared property lines as it does not allow adjacent property owners to connect their lots together across a continuous slope. However, the Resort Municipality of Whistler (RMOW) is in the process of addressing a similar issue with "Zoning Amendment Bylaw (Retaining Walls) No. 2033, 2020", currently at Third Reading.

This Bylaw is establishing a new maximum height of retaining walls of 1.22 m (it was previously 0.6 m) with a maximum slope of finished ground between the retaining wall of no higher than 1:4, allowing for a zero setback for side and rear yards to enable adjacent property owners to connect their retaining wall systems, and requiring a 2 m setback from parcel lines that abut a road, to allow for storage of snow plowed from the road surface and reduce impacts percentage of slope. However, the RMOW's approach calls for a stricter regulation on rise and run; essentially requiring a minimum of 1.22 metres horizontal distance between terraced retaining walls, which basically necessitates a large amount of land to achieve the 1:4 slope. This approach could cause issues for those lots not requiring retention.

COMMUNICATIONS

As noted above, establishing a new maximum height (cap) for retaining walls in hillside areas would benefit from public/stakeholder consultation. Though not essential to the work program, additional targeted public consultation may assist in the analysis and policy response and allow residents to "Have Your Say".

LEGAL CONSIDERATIONS

Council has the authority to direct and undertake amendments to the Zoning Bylaw as established in the *Local Government Act*.

IMPACT ON BUDGET & STAFFING

As noted in the Scope of Work above, the preparation and processing of a suitable maximum height (cap) for retaining walls and corresponding Zoning Bylaw Amendment is estimated to take a minimum of six (6) months' time and will range in cost from \$7,000 - \$12,400. This cost is not budgeted for presently. Alternative options could be implemented in a shorter time frame and with less cost.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services department would be responsible for this work and it would not have interdepartmental impacts / entail interdepartmental approvals.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The proposed amendment has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Alternative options have been provided above under Discussion and Comments.

RECOMMENDATIONS

THAT Council provides direction to Staff on which option they prefer to advance the Village's approach to regulating retaining walls in hillside areas.

Attachments:

Appendix A: Correspondence from Lee Edwards, owner of 7663 Cerulean Drive, Pemberton BC dated 01.26.21

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

Lee Edwards

Owner of 7663 Cerulean Drive, Pemberton BC

January 26, 2021

Mayor and Council
Village of Pemberton

Sent via email to: admin@pemberton.ca

RE: Variance application for 7665 Cerulean Drive, Pemberton BC

Dear Mr. Mayor and Council,

I am the owner of 7663 Cerulean Drive, located adjacent to, and north of, the above referenced property. I made a detailed submission to the October 31, 2020 Board of Variance meeting regarding this property, setting out my opposition to the requested variance. I also attended the January 12, 2021 Council meeting, where proposed changes to the by-laws concerning retaining walls were discussed. I am very aware of the issues and discussion regarding Pemberton's retaining wall by-laws, Hillside Development Design Guidelines and the changes in the wording and enforcement of Pemberton by-laws over time.

I have two main areas of concern around the use of large retaining walls in the new hillside developments around Pemberton, and in Sunstone in particular:

- 1) **The negative impact of these walls with respect to**
 - a) **the adjacent properties, including blocking sightlines, limiting options for siting buildings, adverse impact on vegetation, and safety issues with respect to people or property falling off, all of which combine to reduce the enjoyment and value of the neighbouring lots; and**
 - b) **the overall appearance of the development in that these walls are not consistent with the Village of Pemberton Hillside Development Design Guidelines.**
- 2) **The assertion that these walls are necessary to build on lots such as those on Cerulean Drive, which I can show is not true.**

I will address the second point first. I understand that some have asserted that the only way to build on some of these new hillside lots in Pemberton is to utilize large retaining walls. To demonstrate that it is in fact possible to design a home that works WITH the slope with no need for large (greater than 1.2 m) retaining walls, I have attached a copy of the engineered plan for my lot (please see details in the Appendix to this letter). This design complies with current Village of Pemberton building by-laws and the Village of Pemberton Hillside Development Design Guidelines (as well as meeting Sunstone's Design and Building Guidelines – the design has already been approved by Sunstone).

The photo below shows one view of the design, which incorporates an energy efficient home, large enough for a family with one or two children plus a suite (2,460 square feet on two levels), a two-tiered yard with ample safe space for children, gardens and the retention of the existing trees. The upper floor

1

is accessible from street level with a conveniently flat driveway. The design takes advantage of the slope to provide access from the lower level directly to the garden. A large retaining wall is simply not needed.



The above rendering does not show the retaining wall that has been built on 7665 Cerulean Drive, which is located in the left background. Here are two photos of that retaining wall, taken from a position on my property approximately at the left side of the above rendering. The lot line markers are plainly visible, and show how the fill has overflowed onto my lot, burying the base of the trees.



The wall is 4.32 m high at its highest point and, at its closest point, is only 0.39 m from the shared property line (the site plan and other details are available in the meeting materials for the October 31, 2020 Board of Variance meeting <https://www.pemberton.ca/public/download/files/156368>). The full retaining wall structure runs from lot line to lot line and changes the entire character of the lot, which is approximately 10,500 square feet, from sloping to flat. It is not an exaggeration to say that it looms over my property, obscuring the view that I previously had to the south. The presence of the massive retaining wall has limited the viable building sites and orientations on my lot. It is plainly visible from the entrance to Sunstone. It is simply not possible to “fix” this through a landscaping plan.

The drainage pipe improperly drains onto my lot. The fill that has spilled over the property line has adversely impacted the vegetation on my lot, and I will need to have it moved and the vegetation underneath restored.

It is my understanding that there is no requirement under the building by-laws for safety rails to be built on a retaining wall of this nature, despite the obvious risk of falls for people or property onto adjacent lots or the walking trail that runs below.

Quite simply, this retaining wall does not comply with the Village of Pemberton building by-laws and does not remotely align with the Hillside Development Design Guidelines. I invite you to drive up to Sunstone for a first hand look.

I understand from the discussion at the January 12, 2021 council meeting that broad development issues around building on sloped lots can best be addressed at the “street scale”, not at the lot level, but that has not been done (at least not uniformly) in the issuance of past development permits. I believe this is an issue with the lots on Cerulean Drive, where the location of Cerulean Drive itself, which was built after the lots were sold, changed the elevation profile of the downhill lots, making them much steeper than when they were first put on the market. As a result, some property owners are finding their building options to be quite constrained. I commend the Mayor and Council for seeking to find solutions to the current issues.

However, any solution must take into account the impact of these massive retaining walls on the neighbours. I have described the negative impact of just one retaining wall on one adjacent property, but more generally, these massive retaining walls impair sightlines, create safety issues, impact the building design options, impact the drainage and vegetation, and change the appearance of the neighbourhood.

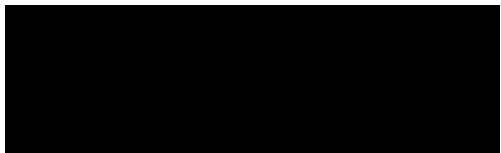
In my opinion, if these massive retaining walls, built in violation of building by-laws and without prior approval, are allowed to proliferate, it calls into question the meaning of our by-laws, and sets a poor precedent.

It may be that the best solution to the issues around hillside development in Pemberton includes some relaxation of the current by-laws concerning retaining walls, but there also needs to be some meaningful limit. Massive walls, built right to the property line, should not be permitted.

I appreciate that Mayor and Council recognize the financial difficulty that property owners that are “mid-stream” have with this issue. I would also add there is a similar urgency from my perspective to have this resolved in a timely way.

I hope this helps the Mayor and Council make an informed decision regarding the integrity of further development in Pemberton. I would be happy to answer any questions that the Mayor, Council or the Planning Department might have.

Yours truly,



Lee Edwards

Appendix: Engineered Building Plan for 7663 Cerulean Drive

EDWARDS RESIDENCE

SHEET INDEX	
ID	NAME
A-001	Cover Sheet
A-101	Site Plan
A-102	Foundation Plan
A-103	Lower Level Floor Plan
A-104	Main Level Floor Plan
A-105	Roof Plan
A-106	Landscaping Plan
A-201	Elevations N & S
A-202	Elevations E & W
A-301	Sections
A-302	Sections
A-401	Details
A-402	Details
A-501	Schedules

GENERAL NOTES:

1. CONTRACTOR SHALL CHECK ALL LEVELS AND DIMENSIONS ON SITE, AND BE RESPONSIBLE FOR THE SAME. DO NOT SCALE DRAWINGS.
2. ALL DIMENSIONS ARE TAKEN FROM STUD TO STUD/CONCRETE OR TO THE FACE OF SHEATHING OF PREFABRICATED PANELS.
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE LATEST BCBC.
4. TOP OF EXTERIOR FOUNDATION WALLS TO BE 203mm ABOVE FINISHED GRADE.
5. CONTRACTOR TO VERIFY ALL SERVICE LINES PRIOR TO CONSTRUCTION.
6. CAULK ALL EXTERIOR OPENINGS.
7. RECIRCULATING SYSTEM AND HOT WATER PIPES TO BE INSULATED TO RSI 0.35 (R 2.84).
8. HEAT RECOVERY VENTILATOR WITH MINIMUM 65% EFFICIENCY RATING AT SPECIFIED FLOW RATE.
9. HOT WATER TANK OR ON DEMAND TANKS MUST BE 78% EFFICIENCY OR GREATER. ELECTRIC TANKS TO BE INSULATED WITH MINIMUM RSI 1.74 (R 10).
10. SITE CERTIFICATE REQUIRED.
11. CONTRACTOR SHALL REVIEW THESE PLANS THOROUGHLY, MAKE A DETAILED SITE VISIT, AND SHALL IMMEDIATELY BRING ANY INCONSISTENCY, SITE LAYOUT PROBLEM, OR ANY OTHER REQUEST FOR CLARIFICATION TO THE OWNER FOR RESOLUTION PRIOR TO THE DELIVERY OF ANY BID. FAILURE TO DO SO SHALL CAUSE THE CONTRACTOR TO BE INELIGIBLE FOR EXTRAS RELATING TO SUCH MATTERS.
12. SEE STRUCTURAL DRAWINGS FOR ALL STRUCTURAL ASPECTS.
13. DRAWINGS OF EXISTING SITE COMPONENTS ARE, IN GENERAL, DIAGRAMMATIC. EXACT LOCATIONS SHALL BE DETERMINED BY THE CONTRACTOR FROM FIELD MEASUREMENTS TAKEN BY THE CONTRACTOR'S PERSONNEL.
14. DIMENSIONS SHALL GOVERN THESE DRAWINGS AND THEY ARE NOT TO BE SCALED.
15. ALL INTERIOR FINISHES, MILLWORKS AND EQUIPMENTS TO BE OWNER SPECIFIED. CONTRACTOR TO VERIFY ALL EQUIPMENTS, FURNISHING AND MILLWORKS RELATED TO ELECTRICAL, MECHANICAL AND PLUMBING WITH OWNER PRIOR TO CONSTRUCTION AND FABRICATIONS.



DESIGN:



BC Passive House Inc.

BC Passive House Inc.
1928 Artisan Road,
Pemberton, BC V0N 2K0

PHONE: (604) 894-5084
BCPASSIVEHOUSE.COM

BUILDING PERMIT ONLY

IT IS THE RESPONSIBILITY OF THE OWNER, GENERAL AND/OR TENANT CONTRACTOR AND ALL SUB-TRADES TO BE FAMILIAR WITH THE PROJECT AS A WHOLE. ALL DISCREPANCIES AND DIMENSIONAL ERRORS ON THE PLANS AND RELATED DOCUMENTS MUST BE REPORTED TO THE DESIGNER PRIOR TO COMMENCING ANY WORK

DO NOT SCALE DRAWING

THE CONTENTS OF THIS DRAWING REMAIN THE COPYRIGHT PROPERTY OF BC PASSIVE HOUSE INC.

Edwards
7663 Cerulean Drive
Lot D2, Sunstone
Pemberton, BC

Client:
Lee Edwards

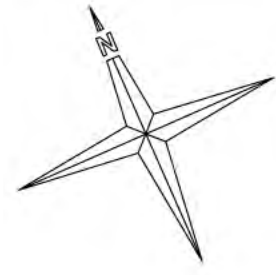
Item No.	Date: (dd/mm/yy)	Issued For:
1.	18/11/20	PRELIM PRICING & REVIEW
2.	10/12/20	ISSUED FOR BP

Item No.	Date: (dd/mm/yy)	Revisions:

PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE
Cover Sheet

A-001
SHEET 1 OF 14



EDWARDS RESIDENCE

STREET #: 7663 CERULEAN DRIVE
LOT D2, SUNSTONE, PEMBERTON

PID #: UNREGISTERED

ZONING: RSA-1

LOT AREA: 1020 m² / 10,979 ft²

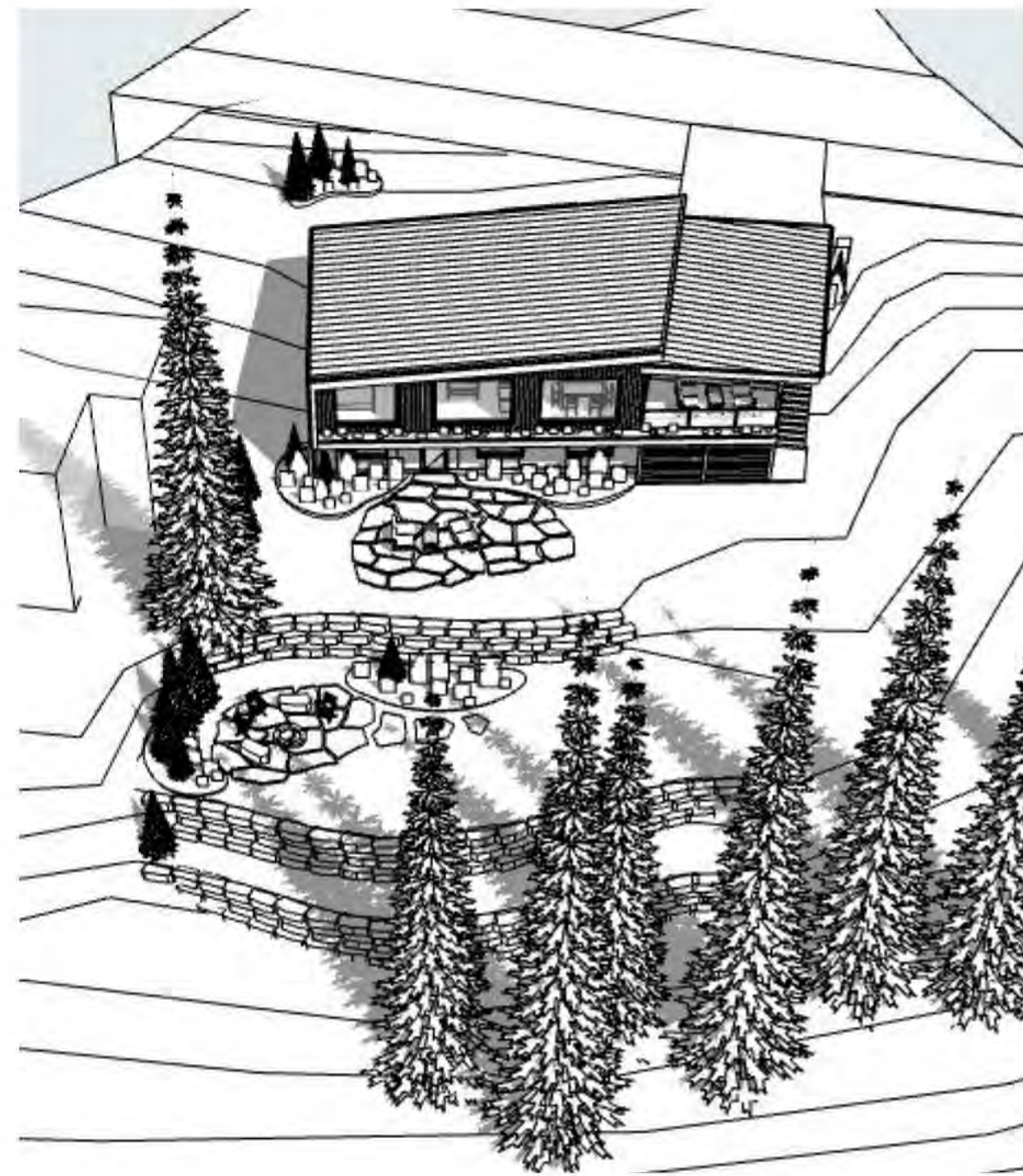
PROPOSED GFA: 228.5 m² / 2460 ft²
ALLOWED GFA: 408 m² / 4391 ft²

PROPOSED FSR: 0.22
ALLOWED FSR: N/A

BUILDING HEIGHT: approx. 7.05 m
MAX HEIGHT ALLOWED: 10.5 m

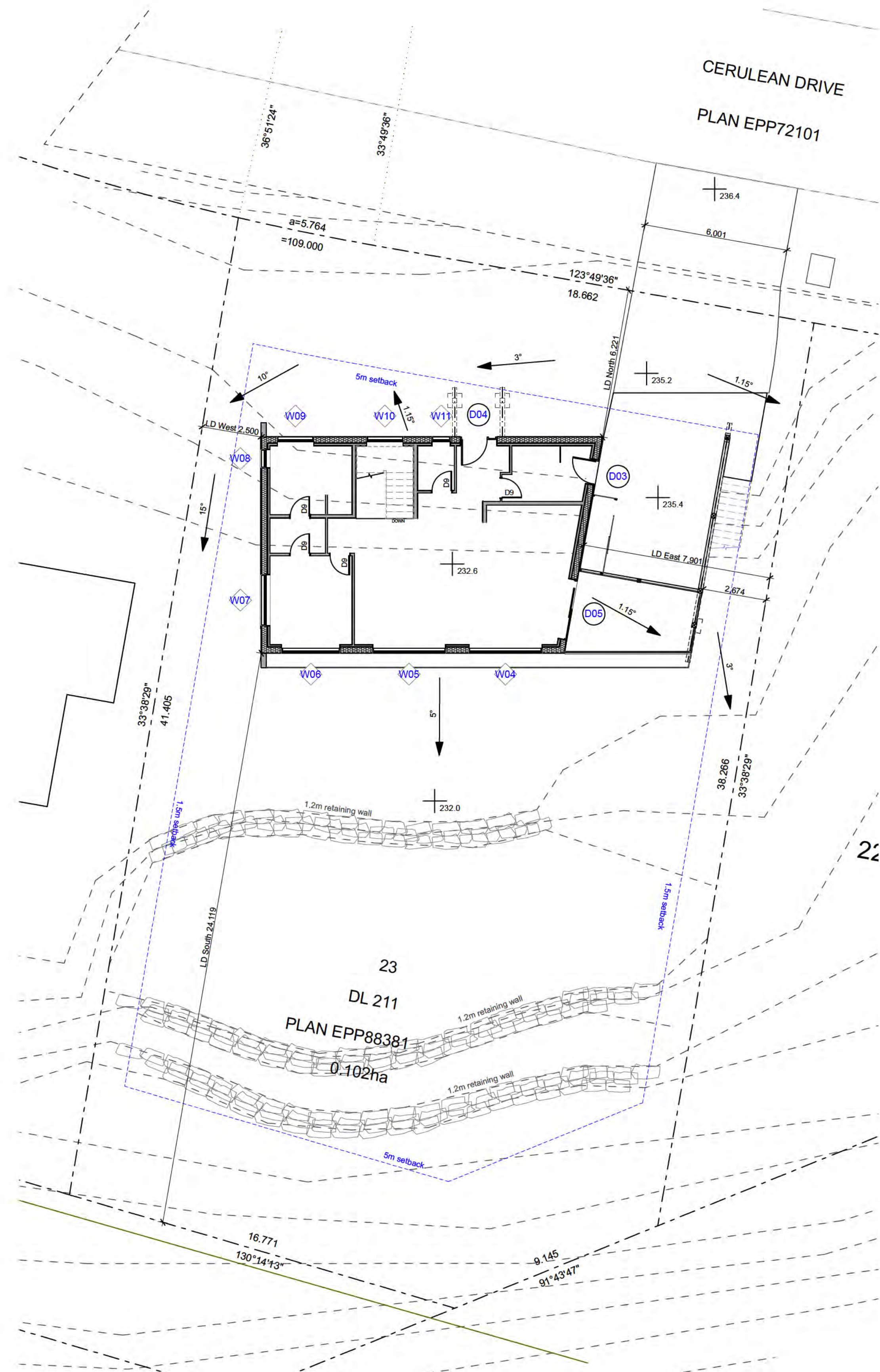
PROJECTED AREA: 121.4 m²

SITE COVERAGE: 121.4*100/1020 = 12%
SITE COVERAGE MAX ALLOWED: 40%



LIMITING DISTANCE CALCULATIONS				
WALL FACE	WALL AREA (m ²)	UNPROTECTED OPENINGS (m ²)	LIMITING DISTANCE (m)	PERMITTED OPENINGS (m ²)
SOUTH	73.6	28.2	24.1	580.8
EAST	39.4	10.1	7.9	62.4
NORTH	43.7	6.3	6.2	38.4
WEST	40	2.9	2.5	6.3

BCBC 2012
9.10.15.4 GLAZED OPENINGS IN EXPOSED BUILDING FACE
1) EXCEPT AS PROVIDED IN SENETENCES (6), THE MAXIMUM AGGREGATE AREA OF GLAZED OPENINGS IN AN EXPOSING BUILDING FACE SHALL
c) WHERE THE LIMITING DISTANCE IS NOT LESS THAN 1.2m, BE EQUAL TO OR LESS THAN THE LIMITING DISTANCE SQUARED



Site Plan

SCALE: 1:125

DESIGN:



BC Passive House Inc.

BC Passive House Inc.
1928 Artisan Road,
Pemberton, BC V0N 2K0

PHONE: (604) 894-5084
BCPASSIVEHOUSE.COM

BUILDING PERMIT ONLY

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DO NOT SCALE DRAWING

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Edwards

7663 Cerulean Drive
Lot D2, Sunstone
Pemberton, BC

Client:
Lee Edwards

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Item No.	Date: (dd/mm/yy)	Revisions:

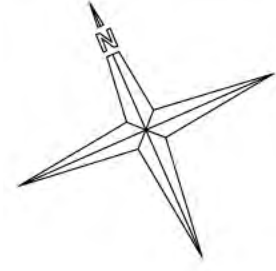
PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE

Site Plan

A-101

SHEET 2 OF 14



NOTES:

1. ALL DIMENSIONS ARE TAKEN FROM WALL FACES.
2. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL INFORMATION.
3. ALL FOUNDATIONS SHOULD BE LOCATED A MINIMUM OF 0.6m BELOW GRADE FOR FROST PROTECTION. (REFER TO GEOTECHNICAL REPORT)

WALL ASSEMBLIES:
FROM INTERIOR TO EXTERIOR

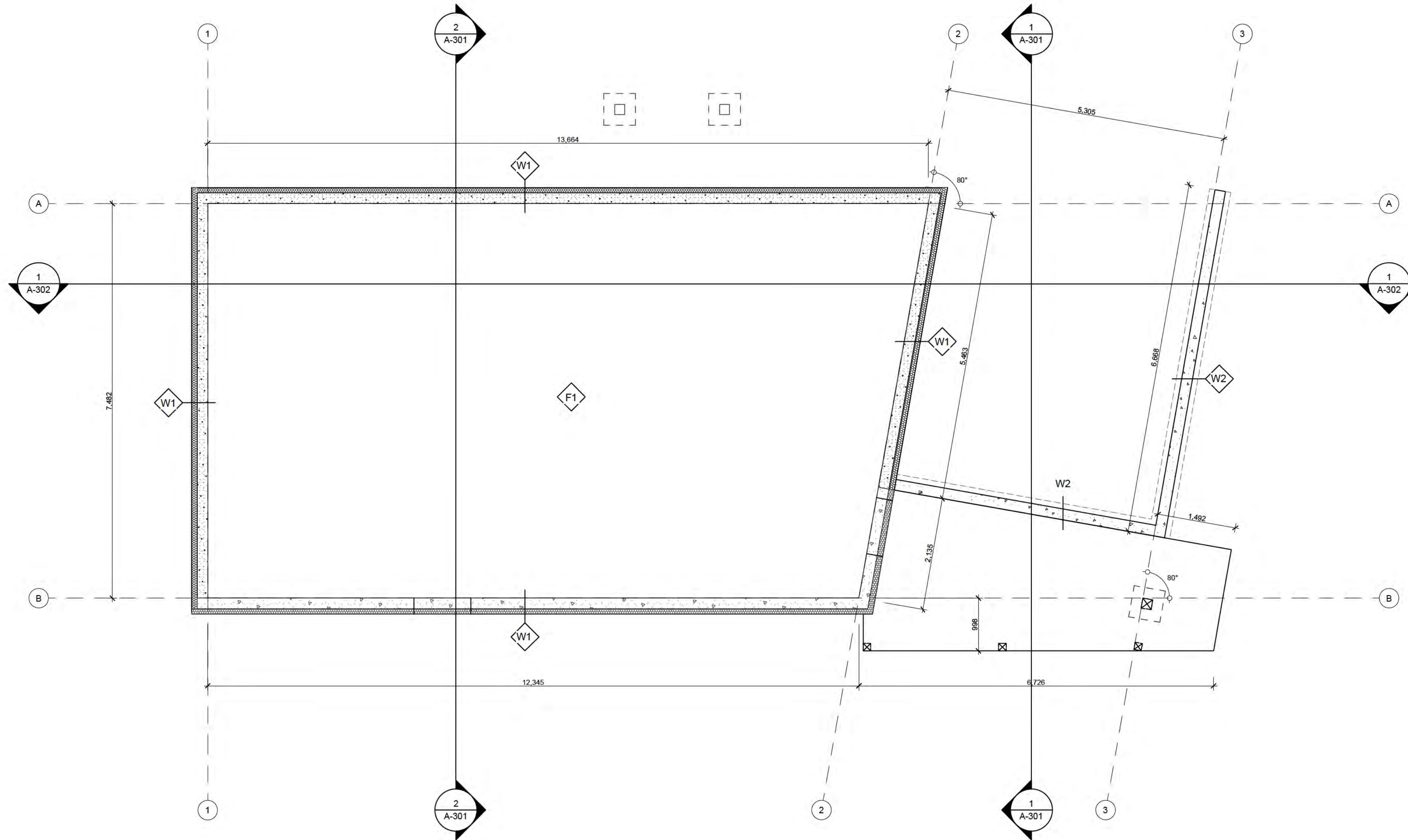
- W1: 203.2mm (8") CONCRETE EXTERIOR/RETAINING WALL**
 - 12.5mm DRYWALL INT. FINISH
 - 38x89mm SERVICE WALL @ 406.4 O.C. W/ ROCK WOOL INSULATION
 - 203.2mm REINFORCED CONCRETE (CAST IN PLACE)
 - 101.6mm RIGID INSULATION
 - WATERPROOFING MEMBRANE
 - PARGING
 - DIMPLEBOARD FOUNDATION PROTECTION (BELOW GRADE)
 - (REFER TO STRUCTURAL DRAWINGS FOR REBAR SPECS.)
- W2: 203.2mm (8") CONCRETE RETAINING WALL**
 - 203.2mm REINFORCED CONCRETE (CAST IN PLACE)
 - (REFER TO STRUCTURAL DRAWINGS FOR REBAR SPECS.)
- W3: 235mm (2x10") EXTERIOR WALL**
 - 12.5mm DRYWALL INT. FINISH
 - 38x89mm SERVICE WALL @ 406.4mm O.C. W/ ROCK WOOL INSULATION
 - 15mm OSB SHEATHING (TAPED & SEALED) - AB & VB
 - 38x235mm STUDS @ 809.6mm O.C. W/ DENSE PACK CELLULOUS INSULATION
 - 15mm DIFFUSION BOARD SHEATHING
 - CONTINUOUS AIR BARRIER
 - 19mm STRAPPING
 - SIDING (SEE ELEVATIONS)
- P1: 89mm (2x4") INTERIOR WALL (ALL INTERIOR WALLS UNLESS NOTED OTHERWISE)**
 - 12.5mm DRYWALL
 - 38x89mm STUDS @ 406.4mm O.C.
 - 12.5mm DRYWALL
- P2: 140mm (2x6") INTERIOR WALL**
 - 12.5mm DRYWALL
 - 15mm OSB SHEATHING
 - 38x140mm STUDS @ 406.4mm O.C.
 - 12.5mm DRYWALL

FLOOR ASSEMBLIES:
FROM TOP TO BOTTOM

- F1: CONCRETE SLAB ON GRADE**
 - FLOOR FINISH (TBC)
 - 101.6mm CONCRETE SLAB
 - 6 mil POLY (TAPED, SEALED AT EDGES - AB & VB)
 - 152.4mm RIGID INSULATION (TBC)
 - (ALL STRUCTURAL AS PER ENGINEERING - FILL UNDER SLAB AS PER GEOTECH)
- F2: 301.6mm (11 7/8") TJI FLOOR**
 - FLOOR FINISH (TBC)
 - 19mm T&G OSB SHEATHING GLUED & SCREWED
 - 301.6 TJI JOISTS @ 406.4mm O.C.
 - RESILIENT CEILING CHANNEL
 - 15mm DRYWALL CEILING FINISH
 - (ALL STRUCTURAL AS PER ENGINEERING)
- F3: 301.6mm (11 7/8") TJI FLOOR (INSULATED)**
 - FLOOR FINISH (TBC)
 - 19mm T&G OSB SHEATHING GLUED & SCREWED
 - 301.6 TJI JOISTS @ 406.4mm O.C. W/ DENSE PACK CELLULOUS INSULATION
 - 15mm DIFFUSION BOARD SHEATHING
 - CONTINUOUS AIR BARRIER
 - 19mm STRAPPING
 - VENTED SOFFIT
 - (ALL STRUCTURAL AS PER ENGINEERING)

ROOF ASSEMBLIES:
FROM INTERIOR TO EXTERIOR

- R1: 355.6mm (14") TJI STANDING SEAM METAL (INSULATED) - SOLAR READY**
 - CEILING FINISH (TBC)
 - 38x89mm (SPLIT) FURRING @ 487.7mm O.C. SERVICE CAVITY
 - 15mm OSB SHEATHING (TAPED AND SEALED - AB & VB)
 - 355.6mm TJI JOISTS @ 406.4mm O.C. W/ DENSE PACK CELLULOUS INSULATION, (UNINSULATED W/ VENTED SOFFIT AT OVERHANGS)
 - 15mm DIFFUSION BOARD SHEATHING
 - SIGA MAJCOAT MEMBRANE
 - 38x89mm STRAPPING @ 809.6mm O.C.
 - 15mm PLYWOOD SHEATHING
 - STANDING SEAM METAL ROOFING (TBC)
- R2: 301.6mm (11 7/8") TJI STANDING SEAM METAL**
 - VENTED SOFFIT
 - 301.6mm TJI JOISTS @ 406.4mm O.C.
 - 15mm PLYWOOD SHEATHING
 - STANDING SEAM METAL ROOFING (TBC)



WD - Foundation Plan

SCALE: 1:50

DESIGN:



BC Passive House Inc.

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Pemberton, BC V0N 2K0

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BCPASSIVEHOUSE.COM

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Edwards

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Pemberton, BC

Client:
Lee Edwards

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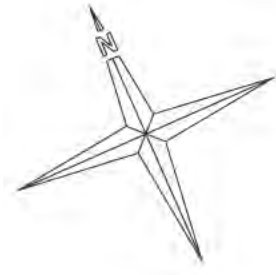
Item No.	Date: (dd/mm/yy)	Revisions:

PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE
Foundation Plan

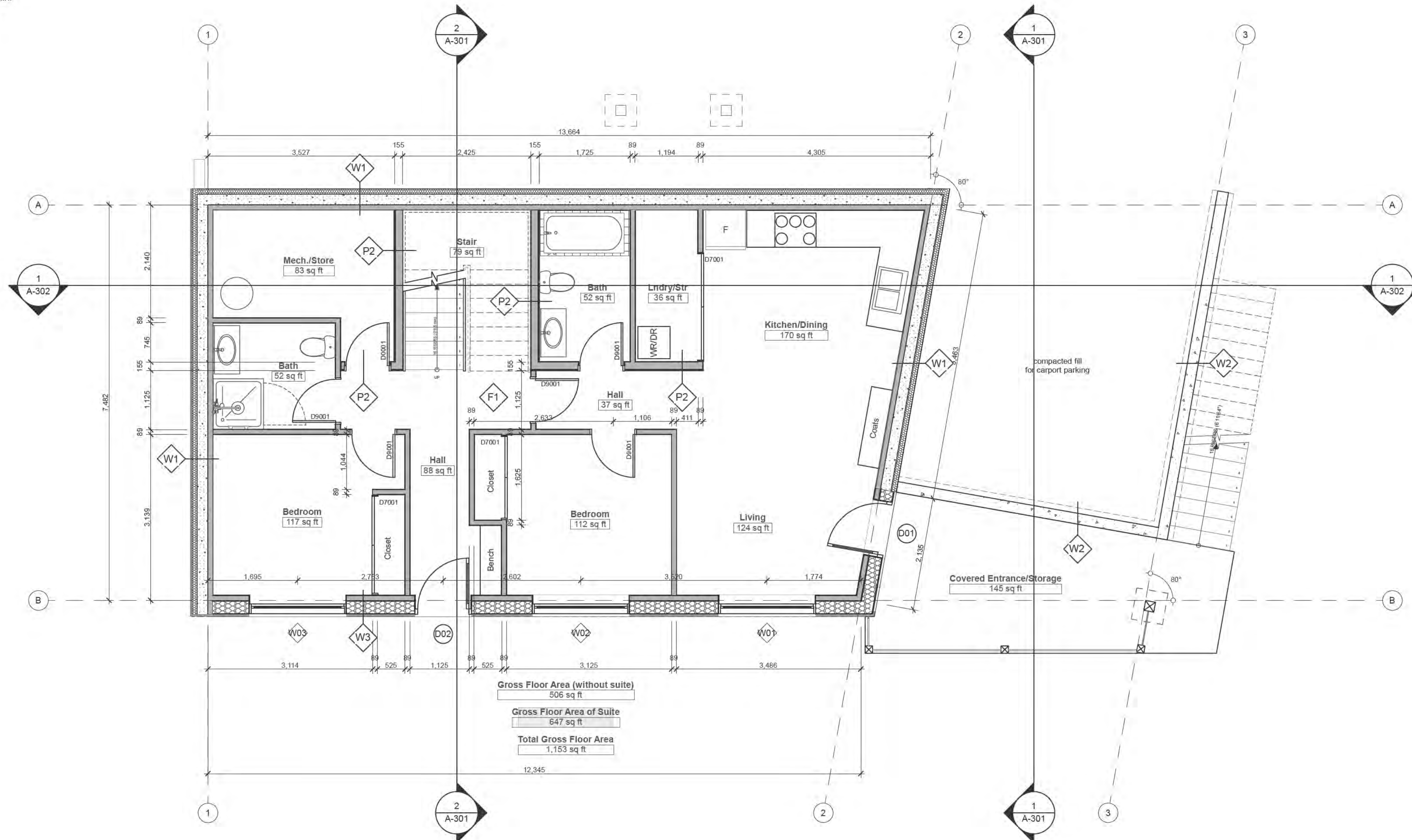
A-102

SHEET 3 OF 14



NOTES:

1. ALL DIMENSIONS ARE TAKEN FROM STUD TO STUD/CONCRETE OR TO THE FACE OF SHEATHING OF PREFABRICATED PANELS.
2. HOT WATER TANK REQUIRES PAN AND DRAIN.
3. ALL PENETRATIONS THROUGH AIR BARRIER TO BE SEALED (DOORS, WINDOWS, ETC.).
4. FLASHING IS REQUIRED OVER ALL UNPROTECTED OPENINGS. BCBC 9.27.3.8.
5. GUARDS WITHIN DWELLING UNIT - HEIGHT min. 900mm.
6. HANDRAIL HEIGHTS - 865mm - 965mm.
7. EXTERIOR GUARDS - HEIGHT min. 900mm WITHIN 1.8m OF GRADE AND min. 1070mm ELSEWHERE.
8. GLASS IN GUARDS HAS TO BE SAFETY GLASS OF THE LAMINATED OR TEMPERED TYPE CONFORMING TO CAN/CSG-12.1-M.
9. SMOKE ALARMS TO BE INSTALLED AS PER BCBC 9.10.19.
10. FOUNDATION DRAINAGE AS PER 9.14.2.
11. FIREPLACE TO BE INSTALLED AS PER BCBC 9.22.
12. VENTILATION AS PER 9.32.
13. CARBON MONOXIDE ALARMS AS PER BCBC 9.32.4.2.
14. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL INFORMATION.



WD - Lower Level Floor Plan

SCALE: 1:50

DESIGN:



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Item No.	Date: (dd/mm/yy)	Revisions:

PROJECT NO: LED

DRAWN BY: PS

SCALE: AS NOTED

SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

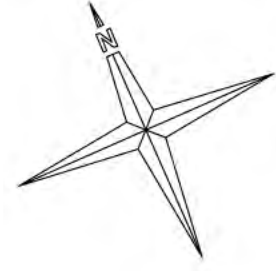
SHEET TITLE

Lower Level Floor Plan

A-103

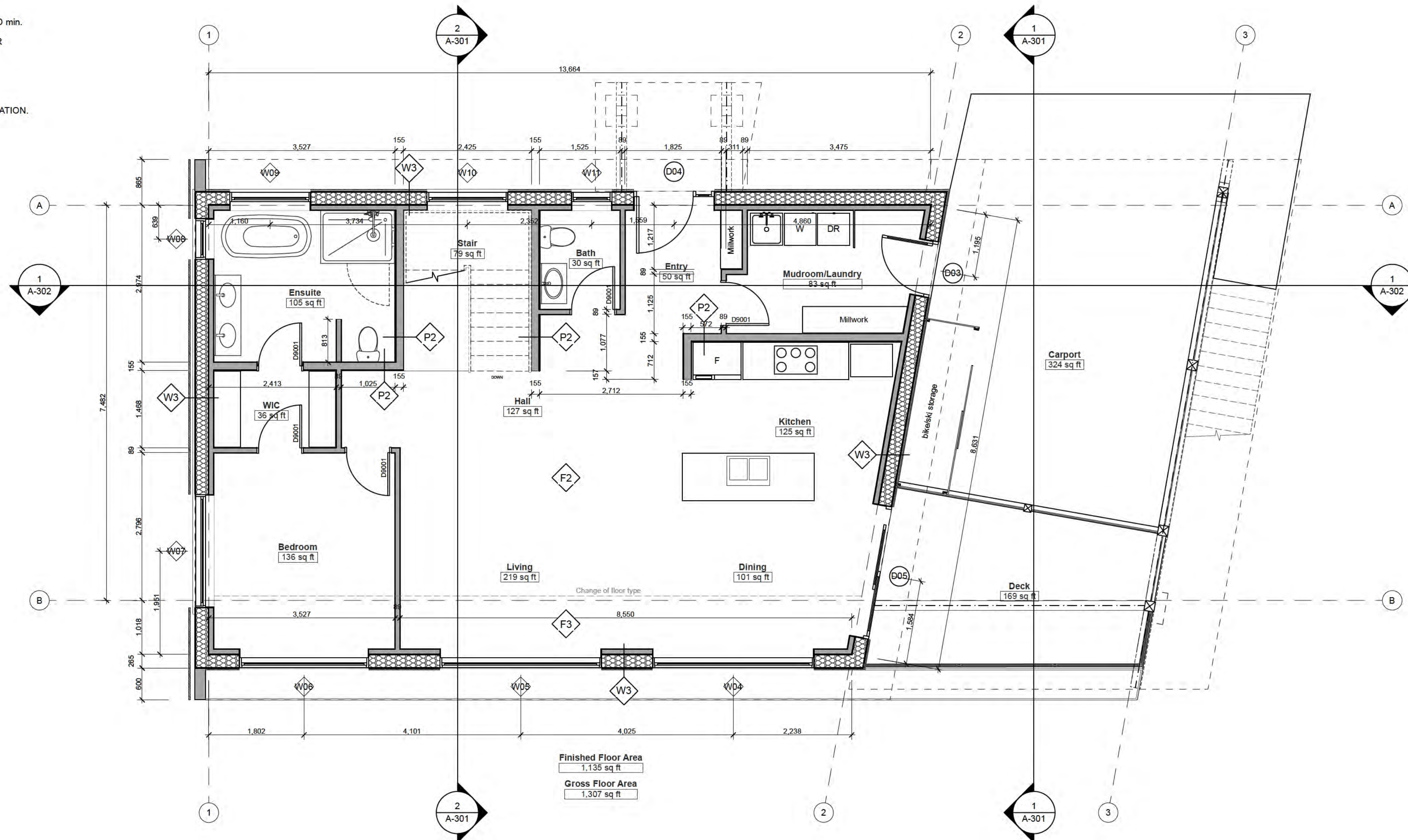
SHEET 4

OF 14



NOTES:

1. ALL DIMENSIONS ARE TAKEN FROM STUD TO STUD/CONCRETE OR TO THE FACE OF SHEATHING OF PREFABRICATED PANELS.
2. HOT WATER TANK REQUIRES PAN AND DRAIN.
3. ALL PENETRATIONS THROUGH AIR BARRIER TO BE SEALED (DOORS, WINDOWS, ETC.).
4. FLASHING IS REQUIRED OVER ALL UNPROTECTED OPENINGS. BCBC 9.27.3.8.
5. GUARDS WITHIN DWELLING UNIT - HEIGHT min. 900mm.
6. HANDRAIL HEIGHTS - 865mm - 965mm.
7. EXTERIOR GUARDS - HEIGHT min. 900mm WITHIN 1.8m OF GRADE AND min. 1070mm ELSEWHERE.
8. GLASS IN GUARDS HAS TO BE SAFETY GLASS OF THE LAMINATED OR TEMPERED TYPE CONFORMING TO CAN/CGSB - 12.1-M.
9. SMOKE ALARMS TO BE INSTALLED AS PER BCBC 9.10.19.
10. FOUNDATION DRAINAGE AS PER 9.14.2
11. FIREPLACE TO BE INSTALLED AS PER BCBC 9.22.
12. VENTILATION AS PER 9.32.
13. CARBON MONOXIDE ALARMS AS PER BCBC 9.32.4.2.
14. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL INFORMATION.



WD - Main Level Floor Plan

SCALE: 1:50

Finished Floor Area
1,135 sq ft
Gross Floor Area
1,307 sq ft

DESIGN:



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Item No.	Date (dd/mm/yy)	Revisions:

PROJECT NO: LED

DRAWN BY: PS

SCALE: AS NOTED

SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

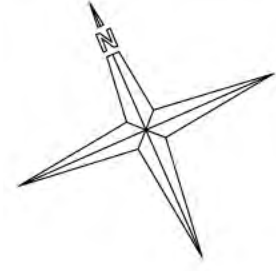
SHEET TITLE

Main Level Floor Plan

A-104

SHEET 5

OF 14



ROOF PLAN LEGEND

← INDICATES ROOF SLOPE

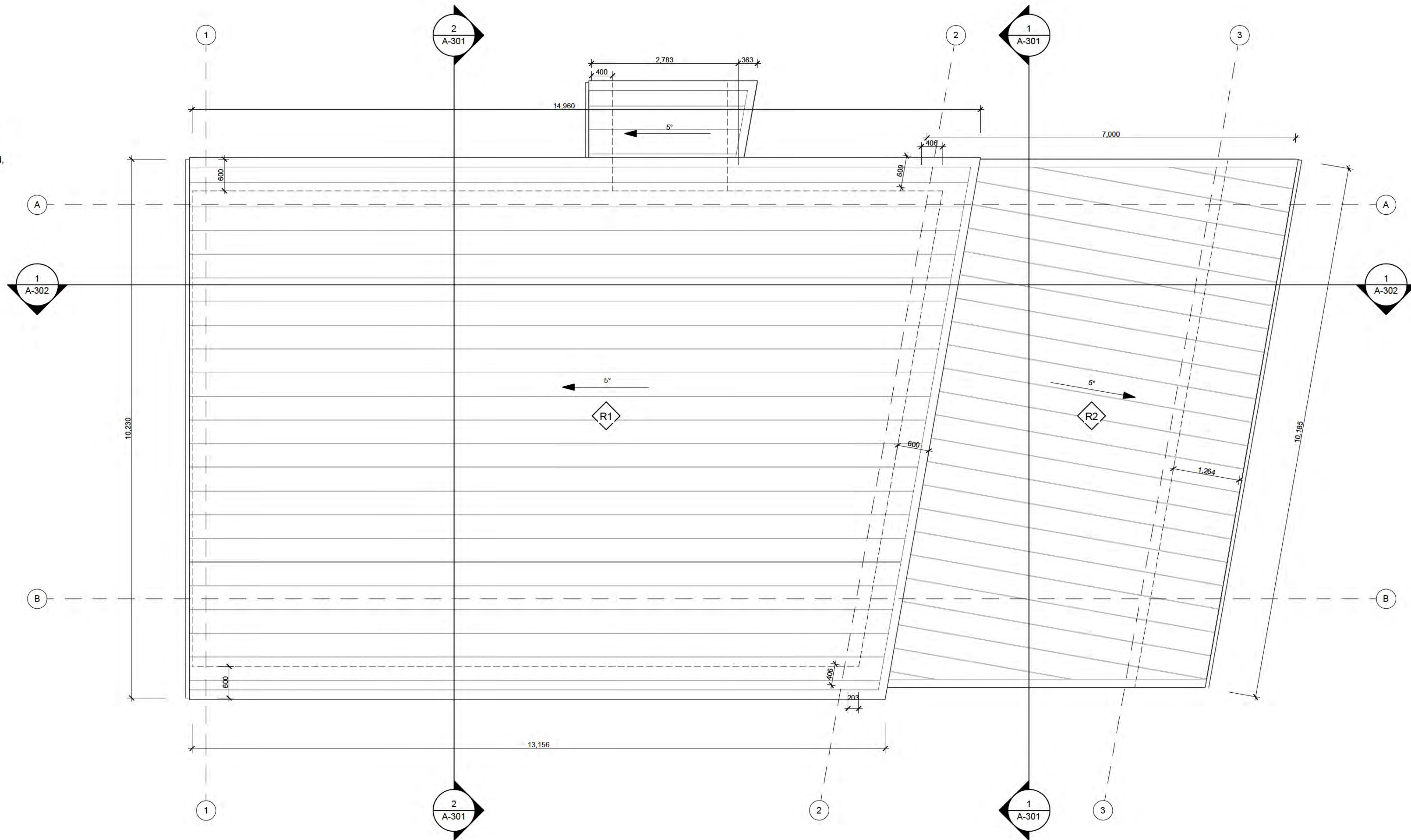
NOTES:

1. ALL DIMENSIONS ARE TAKEN FROM STUD TO STUD OR TO THE FACE OF SHEATHING OF PREFABRICATED PANELS.
2. PREFABRICATED ROOF ASSEMBLIES DO NOT REQUIRE VENTILATION. UNINSULATED OVERHANGS TO BE VENTED WITH SOFFIT VENT STRIPS.
3. REFER TO ENGINEERS DRAWINGS FOR SNOW LOAD CALCULATIONS.
4. ROOF R2 TO BE SOLAR READY.

ROOF ASSEMBLIES:

FROM INTERIOR TO EXTERIOR

- R1: 355.6mm (14") TJI STANDING SEAM METAL (INSULATED) - SOLAR READY**
- CEILING FINISH (TBC)
 - 38x89mm (SPLIT) FURRING @ 487.7mm O.C. SERVICE CAVITY
 - 15mm OSB SHEATHING (TAPED AND SEALED - AB & VB)
 - 355.6mm TJI JOISTS @ 406.4mm O.C. W/ DENSE PACK CELLULOSE INSULATION, (UNINSULATED W/ VENTED SOFFIT AT OVERHANGS)
 - 15mm DIFFUSION BOARD SHEATHING
 - SIGA MAJCOAT MEMBRANE
 - 38x89mm STRAPPING @ 609.6mm O.C.
 - 15mm PLYWOOD SHEATHING
 - STANDING SEAM METAL ROOFING (TBC)
- R2: 301.6mm (11 7/8") TJI STANDING SEAM METAL**
- VENTED SOFFIT
 - 301.6mm TJI JOISTS @ 406.4mm O.C.
 - 15mm PLYWOOD SHEATHING
 - STANDING SEAM METAL ROOFING (TBC)



WD - Roof Plan

SCALE: 1:50

DESIGN:



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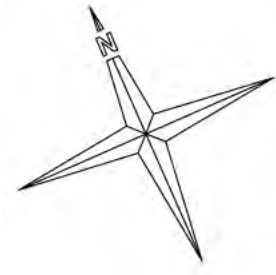
PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE

Roof Plan

A-105

SHEET 6 OF 14

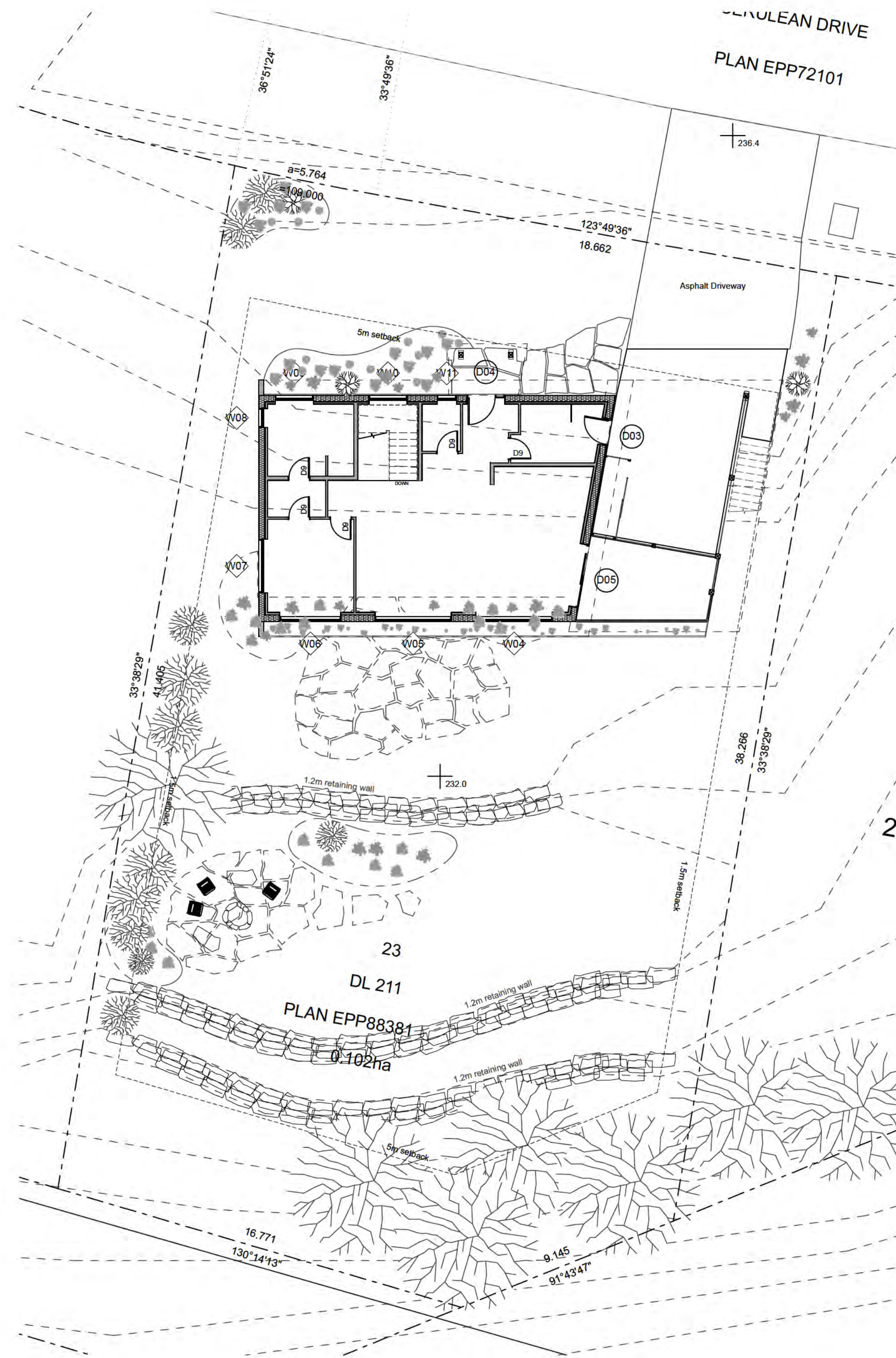


NOTES:

1. EXISTING TREES TO BE PRESERVED. NO GRADE CHANGE WITHIN DRIPLINE.
2. FIRE SMART RATING TO BE CONSIDERED FOR ALL PLANTINGS AND GROUND COVER MATERIALS.
3. ANY RETAINING WALLS TALLER THAN 1.2m TO BE STEPPED AT A 45°.
4. ELEVATION/GRADE CHANGE TO BE DONE BY GRADING WHEREVER POSSIBLE TO MINIMIZE THE AMOUNT AND HEIGHT OF RETAINING WALLS.

LEGEND:

	ROCK STACK WALL (TBC)
	PLANTINGS - ASSORTED VARIETIES, PREDOMINANTLY NATIVE - SEE PLANT LIST (BY OTHER)
	CONIFEROUS TREES - PRIVACY SCREENING (TBC)
	FLAGSTONE PATHS & PATIO (TBC)



Landscape Plan

SCALE: 1:125

DESIGN:



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Item No.	Date: (dd/mm/yy)	Revisions:

PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE
Landscaping Plan

A-106
SHEET 7 OF 14

MATERIAL LEGEND: (ALL MATERIALS TBC)

1. HARDIE "REVEAL" SIDING
2. STANDING SEAM METAL ROOFING W/ SNOW GUARD
3. VERTICAL WOOD SIDING
4. WOOD PRIVACY SCREEN
5. GLASS PANEL RAILING
6. GLULAMS
7. T&G VENTED SOFFIT
8. BOARD FORM CONCRETE
9. CORTEN STEEL



South Elevation

SCALE: 1:50



North Elevation

SCALE: 1:50

DESIGN:



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PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

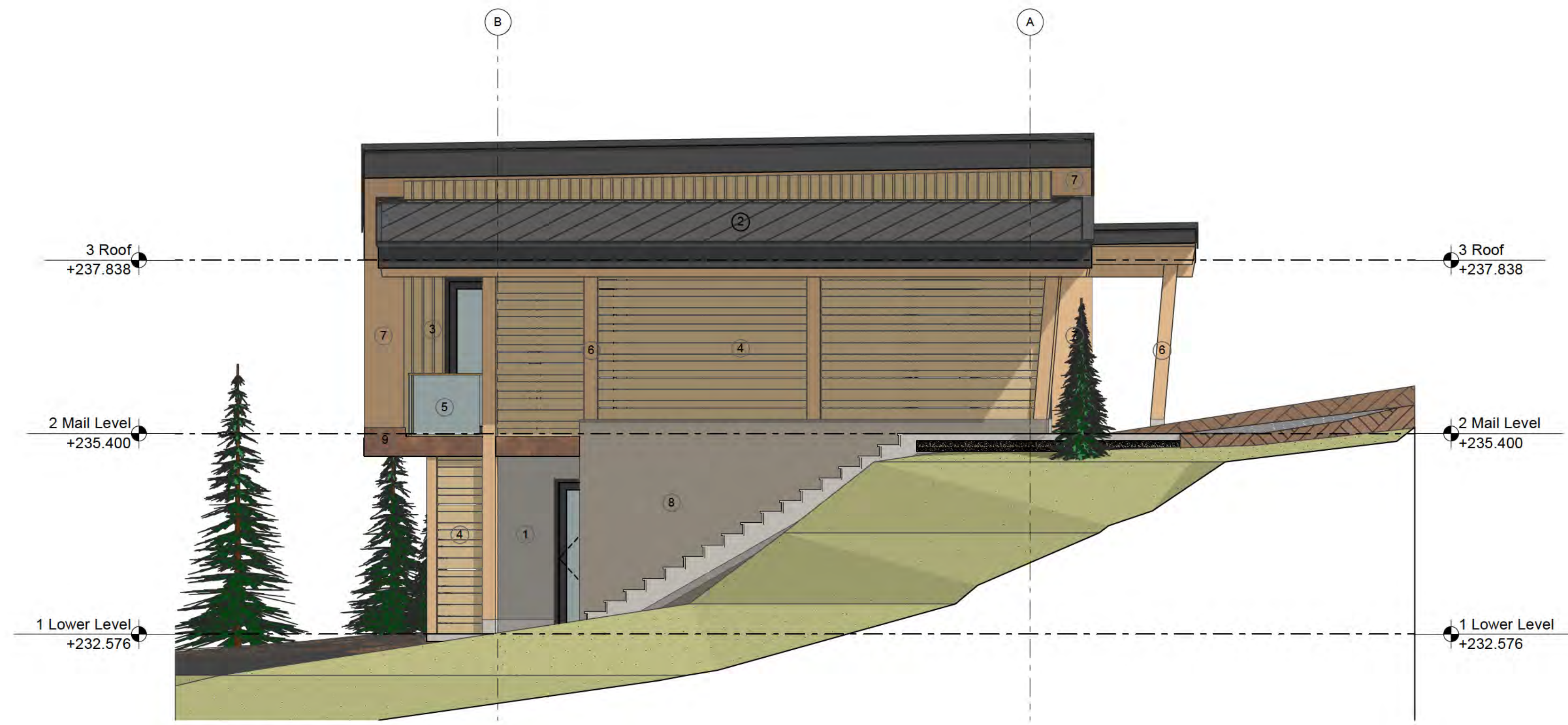
SHEET TITLE
Elevations N & S

A-201

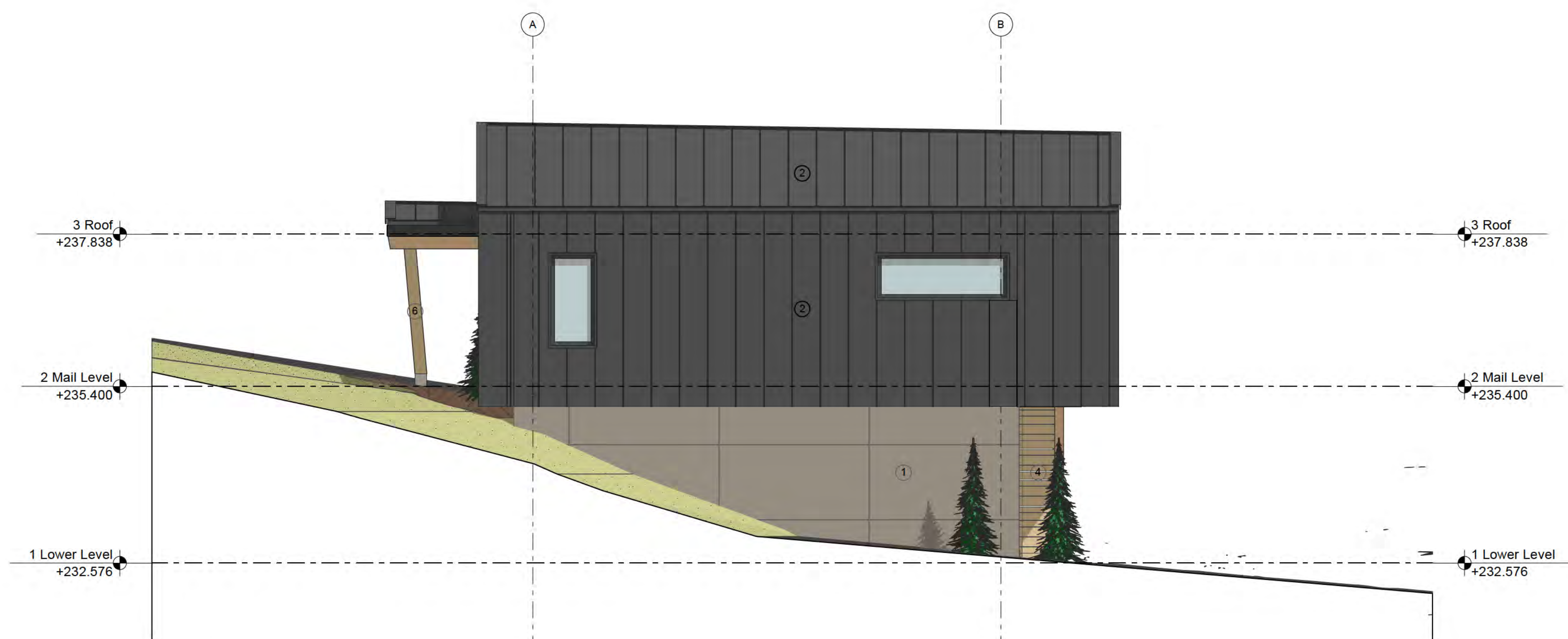
SHEET 8 OF 14

MATERIAL LEGEND: (ALL MATERIALS TBC)

1. HARDIE "REVEAL" SIDING
2. STANDING SEAM METAL ROOFING W/ SNOW GUARD
3. VERTICAL WOOD SIDING
4. WOOD PRIVACY SCREEN
5. GLASS PANEL RAILING
6. GLULAMS
7. T&G VENTED SOFFIT
8. BOARD FORM CONCRETE
9. CORTEN STEEL



East Elevation
SCALE: 1:50



West Elevation
SCALE: 1:50

DESIGN:



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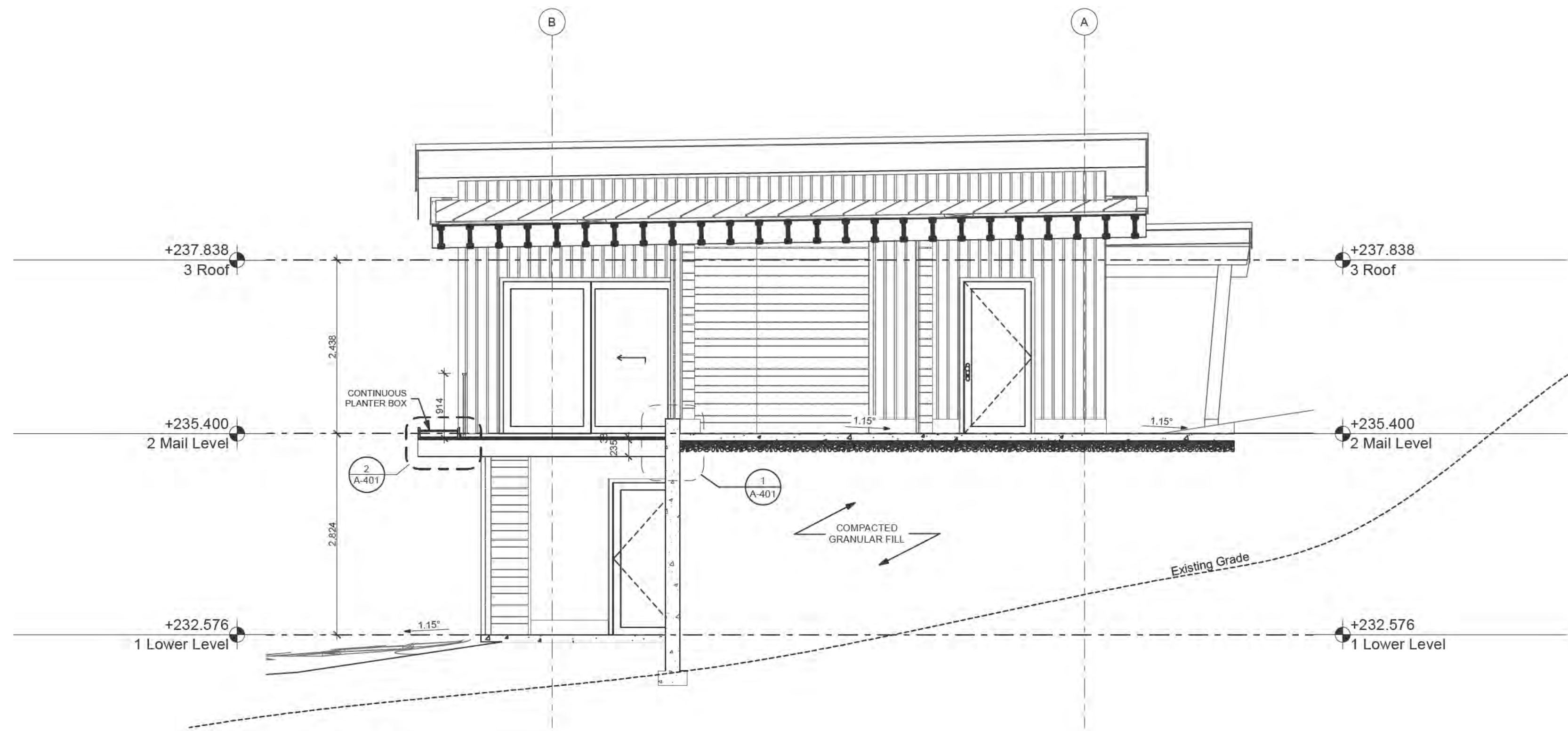
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2.	10/12/20	ISSUED FOR BP

Item No.	Date: (dd/mm/yy)	Revisions:

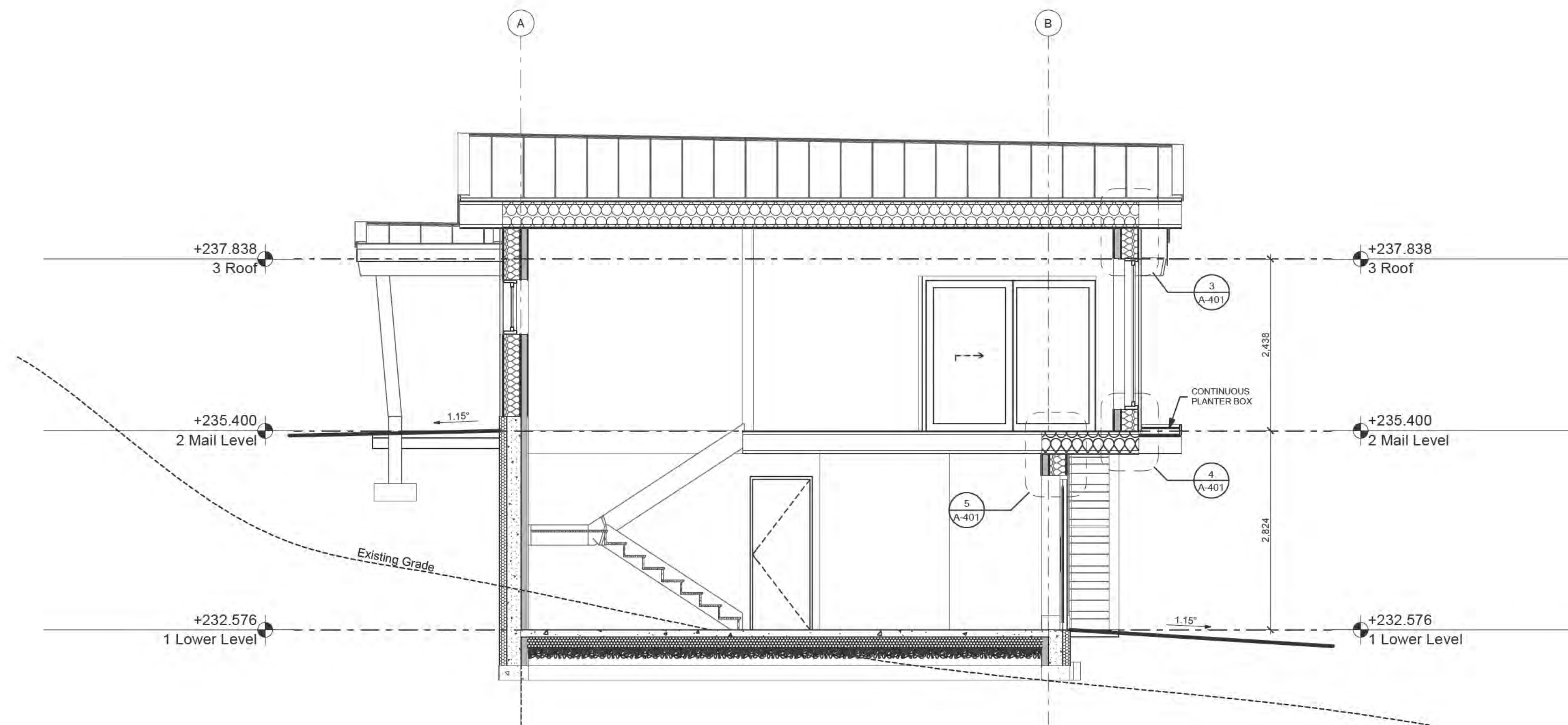
PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE
Elevations E & W

A-202
SHEET 9 OF 14



Cross Section A
SCALE: 1:50



Cross Section B
SCALE: 1:50

NOTE:
REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL INFORMATION.

BC Passive House Inc.

BC Passive House Inc.
1928 Artisan Road,
Pemberton, BC V0N 2K0
PHONE: (604) 894-5084
BCPASSIVEHOUSE.COM

BUILDING PERMIT ONLY

IT IS THE RESPONSIBILITY OF THE OWNER, GENERAL AND/OR TENANT CONTRACTOR AND ALL SUB-TRADES TO BE FAMILIAR WITH THE PROJECT AS A WHOLE. ALL DISCREPANCIES AND DIMENSIONAL ERRORS ON THE PLANS AND RELATED DOCUMENTS MUST BE REPORTED TO THE DESIGNER PRIOR TO COMMENCING ANY WORK

DO NOT SCALE DRAWING

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Edwards

7663 Cerulean Drive
Lot D2, Sunstone
Pemberton, BC

Client:

Lee Edwards

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2.	10/12/20	ISSUED FOR BP

Item No.	Date: (dd/mm/yy)	Revisions:

PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE

Sections

A-301

SHEET 10 OF 14

DESIGN:



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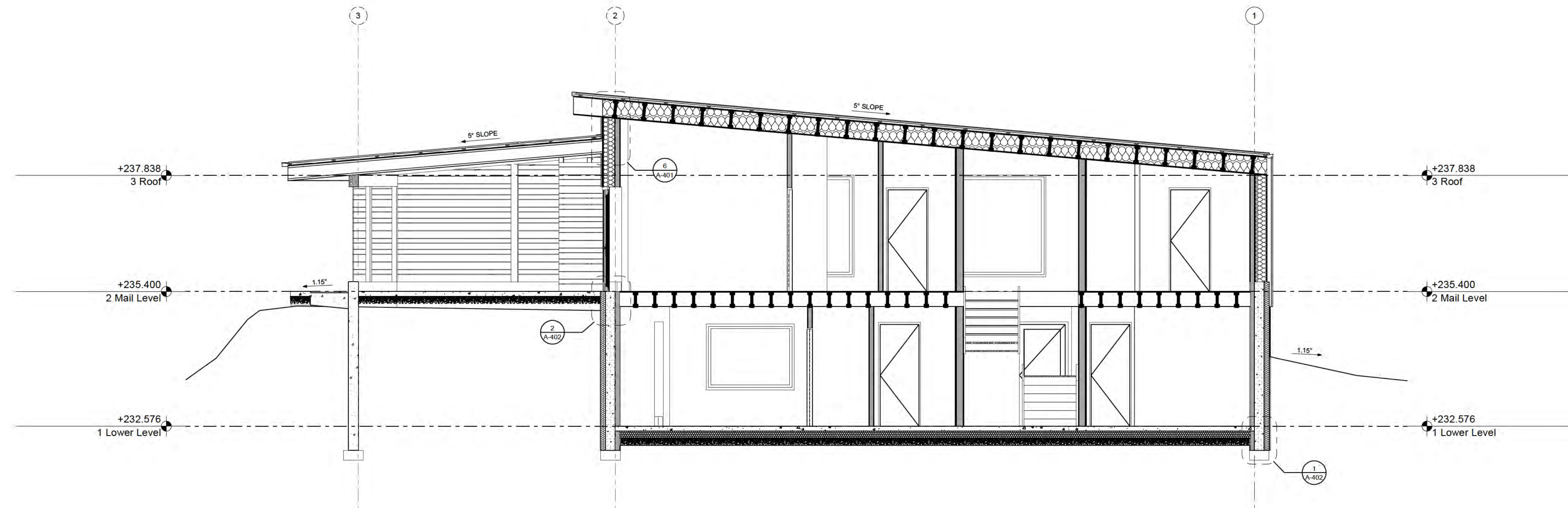
PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE

Sections

A-302

SHEET 11 OF 14



NOTE:
REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL INFORMATION.

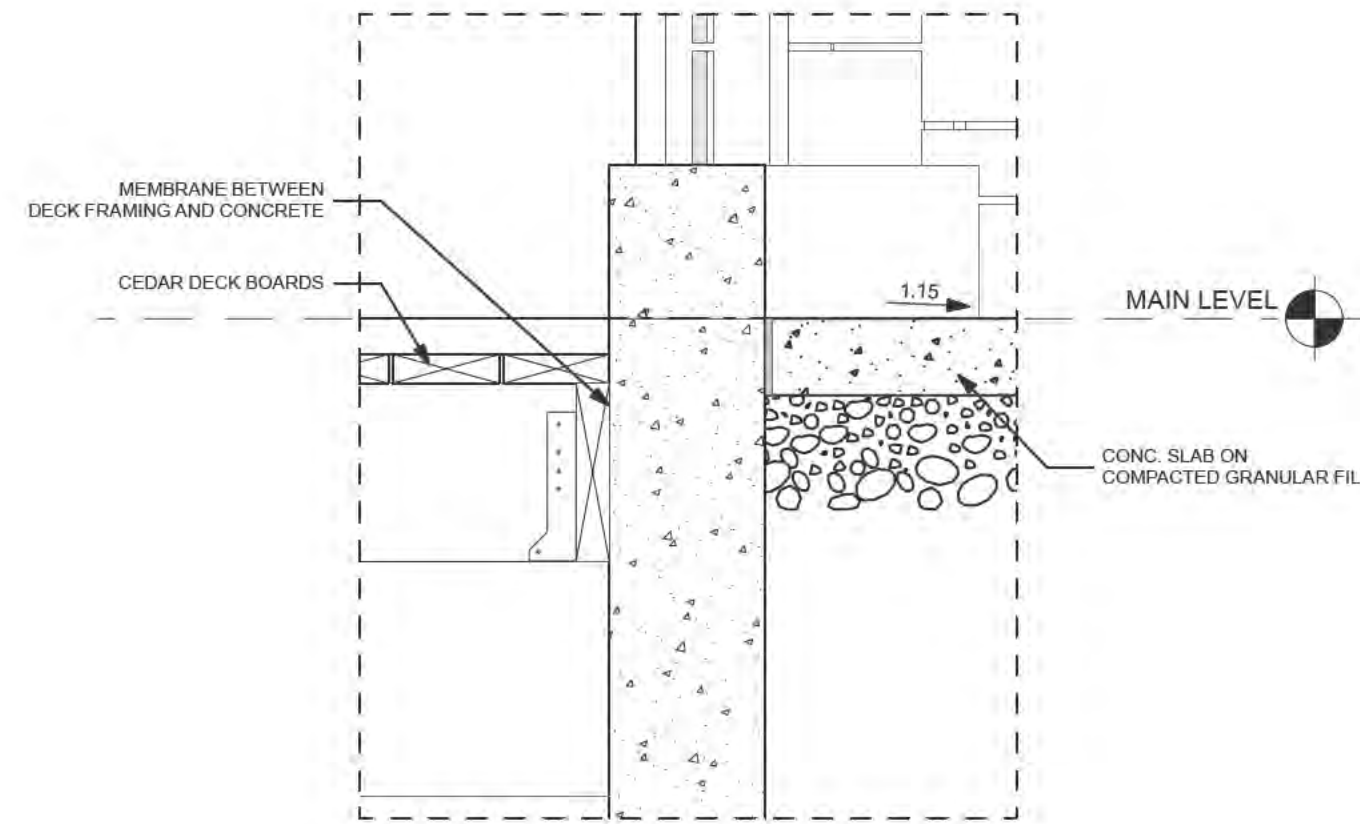
DESIGN:



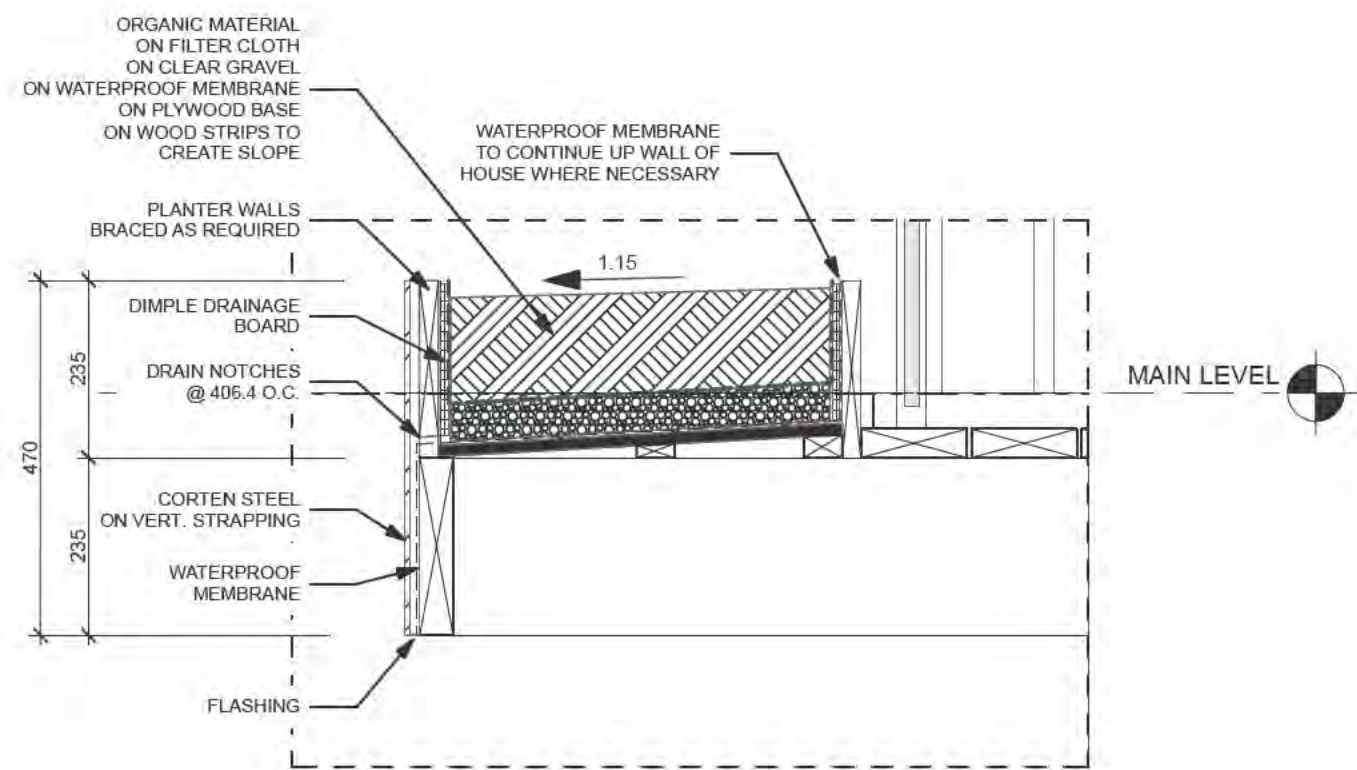
BC Passive House Inc.

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1928 Artisan Road,
Pemberton, BC V0N 2K0

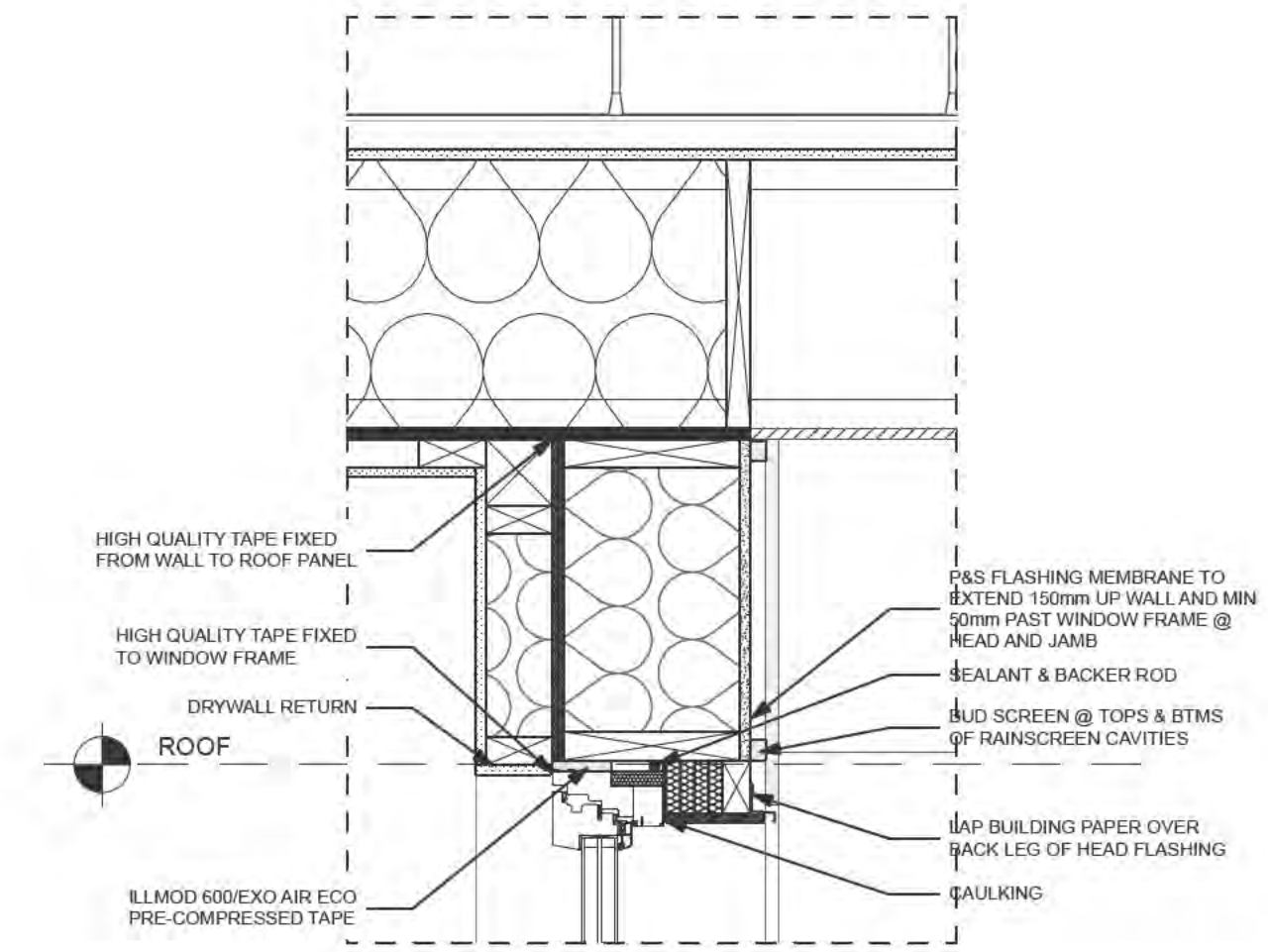
PHONE: (604) 894-5084
BCPASSIVEHOUSE.COM



1
A-401
DETAIL 1
SCALE: 1:10



2
A-401
DETAIL 2
SCALE: 1:10



3
A-401
DETAIL 3
SCALE: 1:10

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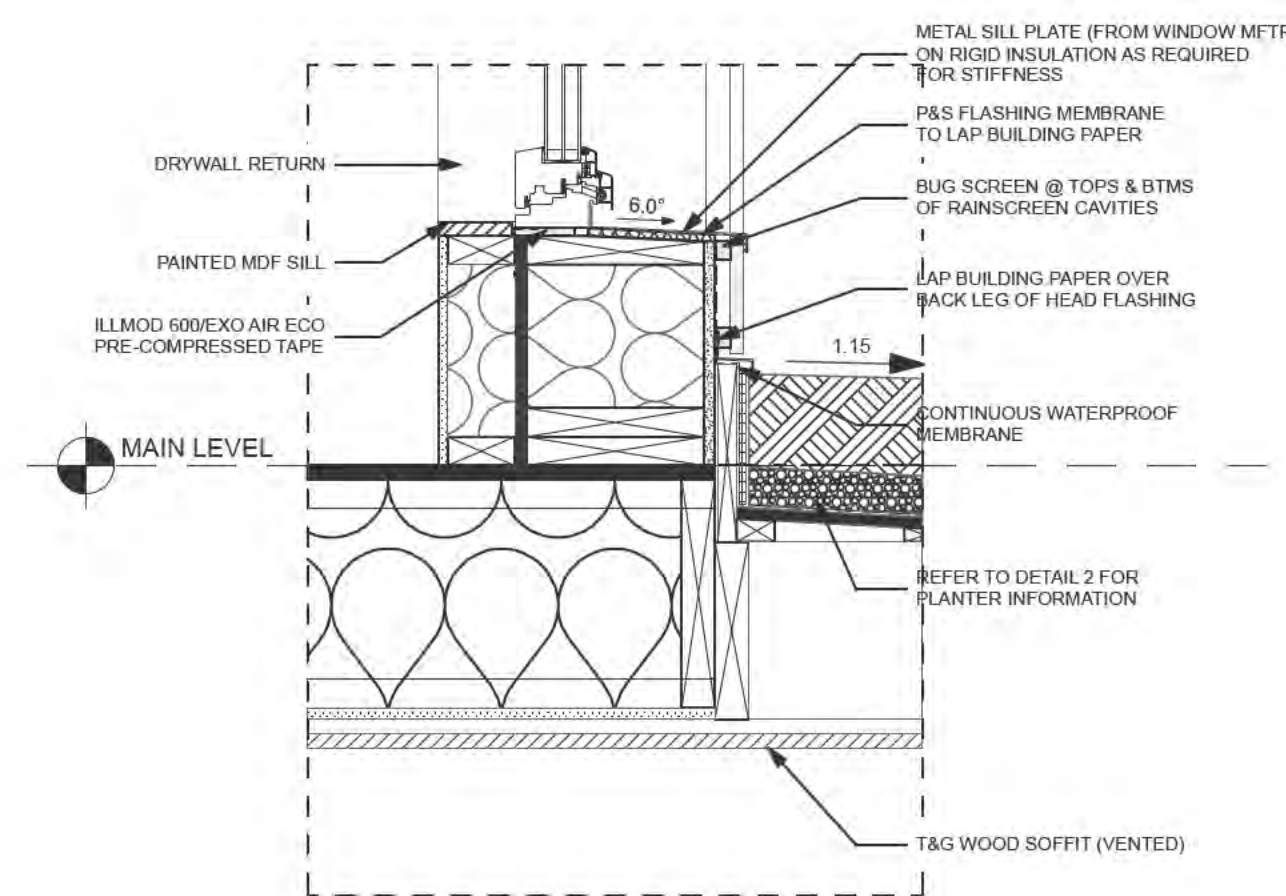
Item No.	Date: (dd/mm/yy)	Revisions:

PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

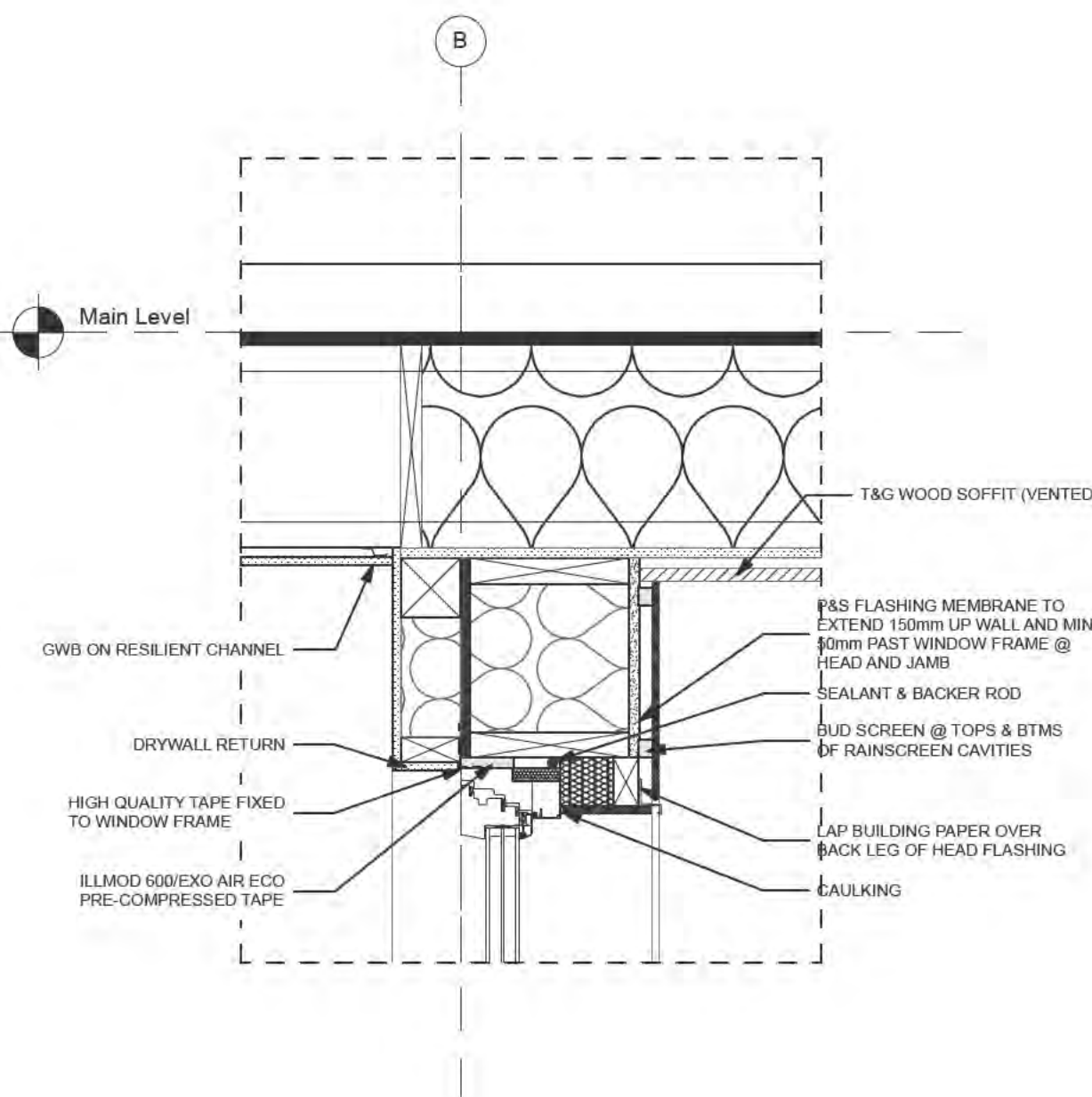
SHEET TITLE
Details

A-401

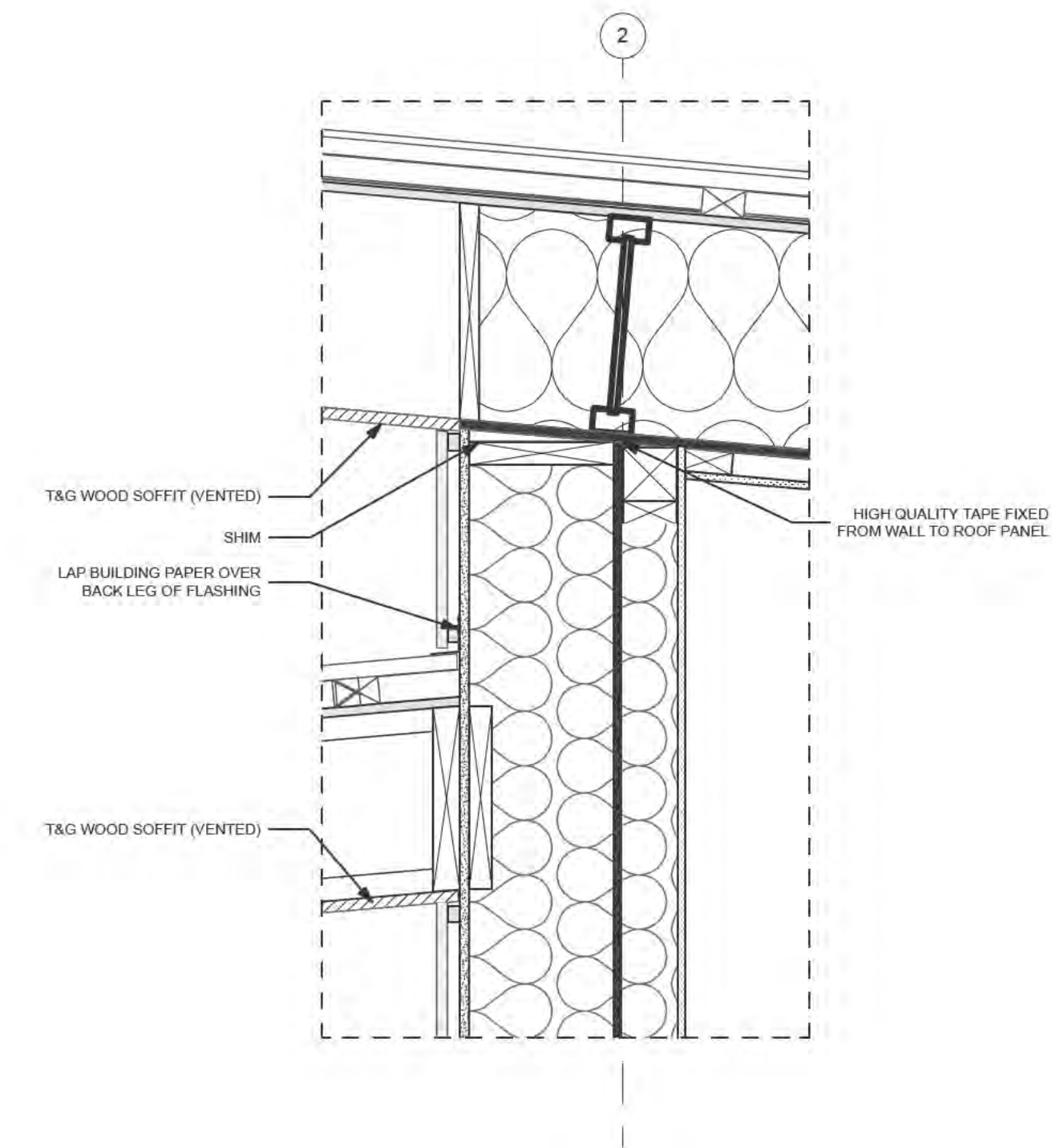
SHEET 12 OF 14



4
A-401
DETAIL 4
SCALE: 1:10



5
A-401
DETAIL 5
SCALE: 1:10



6
A-401
DETAIL 6
SCALE: 1:10

NOTE:
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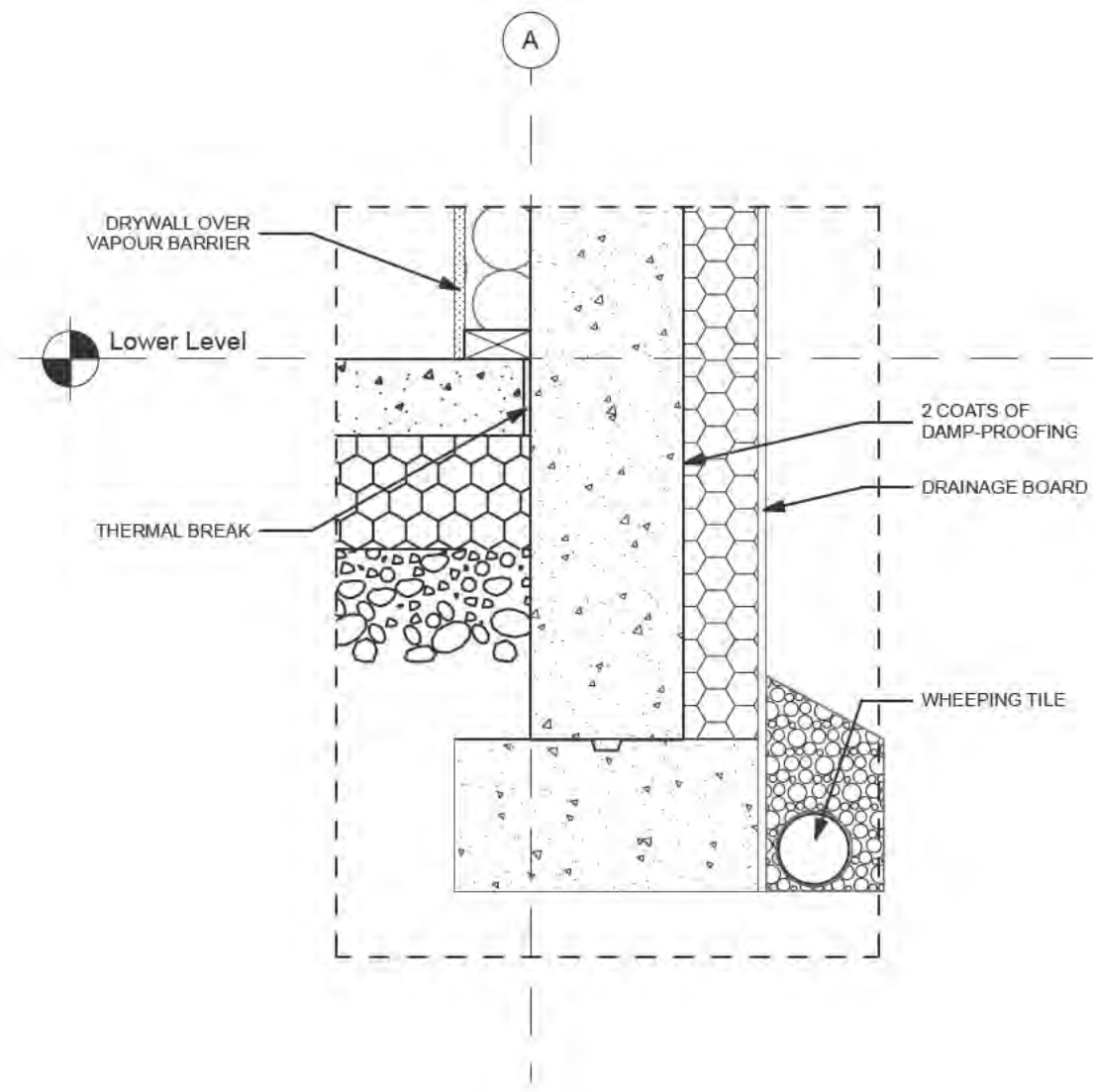
PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE

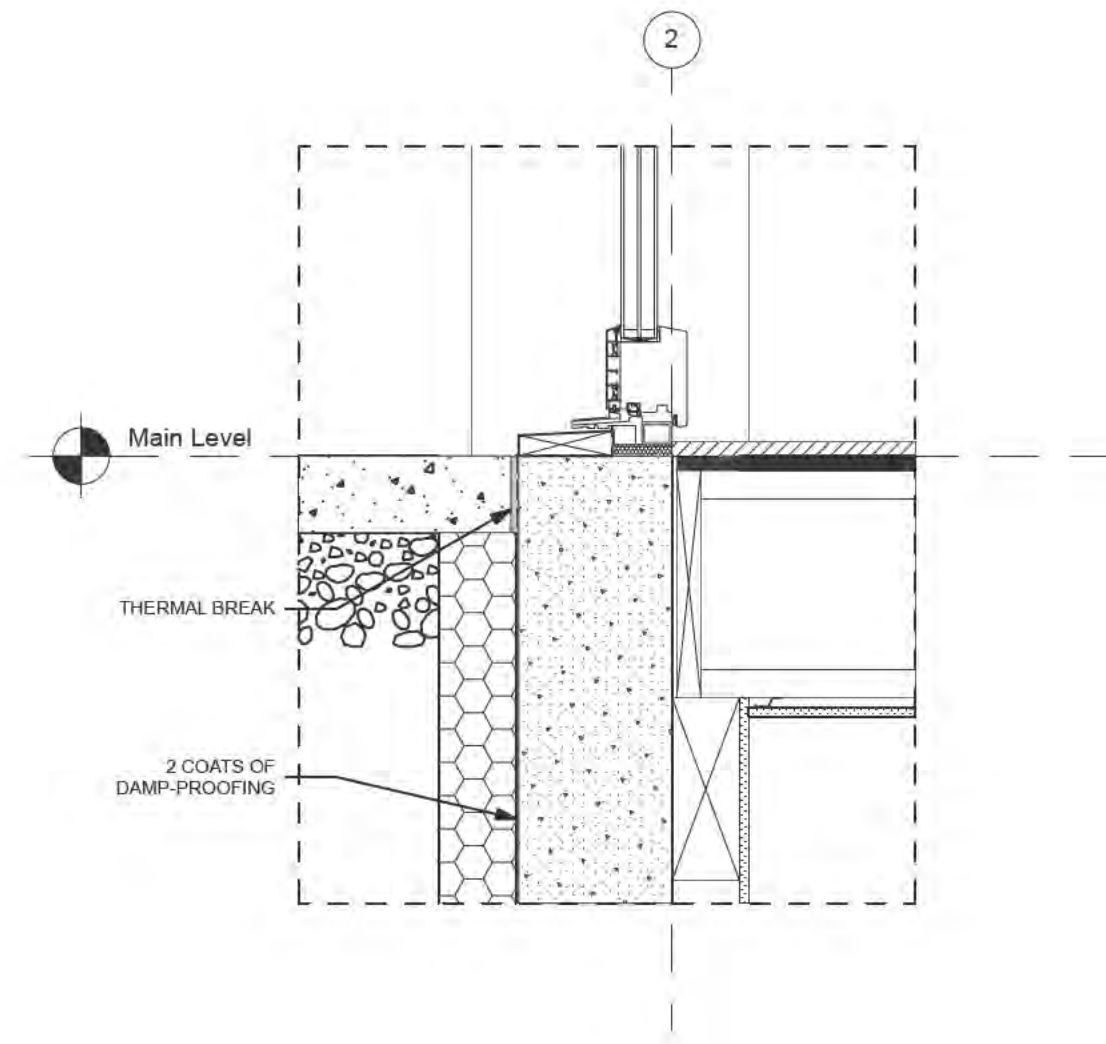
Details

A-402

SHEET 13 OF 14



1 DETAIL 7
A-402 SCALE: 1:10



2 DETAIL 8
A-402 SCALE: 1:10

NOTE:
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PROJECT NO: LED
DRAWN BY: PS
SCALE: AS NOTED
SHEET SIZE: 22" x 34" (ANSI-D 559 x 864)

SHEET TITLE

Schedules

A-501

SHEET 14 OF 14

Window Schedule							
Image	Element ID	Height (mm)	Width (mm)	Header Height (mm)	Sill Height (mm)	Surface Area (m2)	Comments
	W01	4'-6"	6'	2,134.0	558.8	2.54	
	W02	4'-6"	6'	2,134.0	558.8	2.54	
	W03	4'-6"	6'	2,134.0	558.8	2.54	
	W04	7'	10'	2,438.0	304.0	6.55	
	W05	7'	10'	2,438.0	304.0	6.55	
	W06	7'	8'	2,438.0	304.0	5.25	
	W07	2'-6"	7'	2,134.0	1,168.8	1.65	
	W08	5'	2'-6"	2,134.0	406.8	1.19	Opaque
	W09	2'-6"	5'	2,134.0	1,168.8	1.18	
	W10	2'-6"	5'	2,134.0	1,168.8	1.18	
	W11	2'-6"	2'-6"	2,134.0	1,168.8	0.60	Opaque

Door Schedule						
Image	Element ID	Quantity	Height	Width	Surface Area (m2)	Comments
	D0	1	7'	2'-8"	1.91	
	D01	1	7'	3'-2"	2.36	
	D02	1	7'	3'-2"	2.36	
	D03	1	7'	3'-2"	2.36	
	D04	1	7'	3'-6 1/4"	3.36	
	D05	1	7'	8'	5.59	
	D7	1	6'-8"	5'-1"	3.29	
	D7	1	6'-8"	6'-1/4"	3.88	
	D7	1	6'-8"	6'-7 1/4"	4.24	
	D9	10	7'	2'-8"	1.91	

U-value of building assemblies

Passive House with PHPP Version 9.3

/ Climate: PHPP-Standard / TFA: 0 m² / Freq. overheating: % / PER: kWh/(m²a)

Secondary calculation: Equivalent thermal conductivity of still air spaces -> (on the right)
Wedge-shaped assembly layer -> (on the right)
Unheated / uncooled attic -> (on the right)

Building assembly description							
Assembly no.	Building assembly description						Interior insulation?
01ud	Exterior Wall Typical						
Orientation of building element		Heat transmission resistance [m²K/W]		Interior Rsi		0.13	
Adjacent to		3-Ventilat		exterior Rse		0.13	
Area section 1	1 [W/(m²K)]	Area section 2 (optional)	1 [W/(m²K)]	Area section 3 (optional)	1 [W/(m²K)]	Thickness [mm]	
Gypsum Board	0.250			Studs	0.130	12	
Stud Wall with Rockwool	0.037					89	
OSB	0.130					15	
Stud Wall with Cellulose	0.038	Studs	0.130			235	
Fibreboard	0.090					15	
Percentage of sec. 1		Percentage of sec. 2		Percentage of sec. 3		Total	
73%		15.0%		12.0%		36.6 cm	
U-value supplement		U-value:		0.135 W/(m²K)		R = 42	

Building assembly description							
Assembly no.	Building assembly description						Interior insulation?
02ud	Foundation Wall Below Grade						
Orientation of building element		Heat transmission resistance [m²K/W]		Interior Rsi		0.13	
Adjacent to		2-Ground		exterior Rse		0.00	
Area section 1	1 [W/(m²K)]	Area section 2 (optional)	1 [W/(m²K)]	Area section 3 (optional)	1 [W/(m²K)]	Thickness [mm]	
Gypsum Board	0.250			Studs	0.130	12	
Stud Wall with Rockwool	0.036					89	
Concrete Wall	2.100					203	
XPS Insulation	0.027					102	
Percentage of sec. 1		Percentage of sec. 2		Percentage of sec. 3		Total	
88%				12.0%		40.6 cm	
U-value supplement		U-value:		0.165 W/(m²K)		R = 34	

Building assembly description							
Assembly no.	Building assembly description						Interior insulation?
03ud	Exterior Roof Typical						
Orientation of building element		Heat transmission resistance [m²K/W]		Interior Rsi		0.10	
Adjacent to		3-Ventilat		exterior Rse		0.10	
Area section 1	1 [W/(m²K)]	Area section 2 (optional)	1 [W/(m²K)]	Area section 3 (optional)	1 [W/(m²K)]	Thickness [mm]	
Gypsum Board	0.250			Studs	0.130	12	
Framing with Air Space	0.210					38	
OSB	0.130					15	
TJI (355.6) with Cellulose	0.038	Joists	0.130			356	
Fibreboard	0.090					15	
Percentage of sec. 1		Percentage of sec. 2		Percentage of sec. 3		Total	
76%		12.0%		12.0%		43.6 cm	
U-value supplement		U-value:		0.124 W/(m²K)		R = 46	

Building assembly description							
Assembly no.	Building assembly description						Interior insulation?
04ud	Exterior Floor Slab						
Orientation of building element		Heat transmission resistance [m²K/W]		Interior Rsi		0.17	
Adjacent to		2-Ground		exterior Rse		0.00	
Area section 1	1 [W/(m²K)]	Area section 2 (optional)	1 [W/(m²K)]	Area section 3 (optional)	1 [W/(m²K)]	Thickness [mm]	
Concrete Slab	2.100					102	
XPS Insulation	0.027					152	
Percentage of sec. 1		Percentage of sec. 2		Percentage of sec. 3		Total	
100%						25.4 cm	
U-value supplement		U-value:		0.171 W/(m²K)		R = 33	

Date: March 2, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Joanna Rees, Planner
Subject: Board of Variance Bylaw No. 893, 2021

PURPOSE

The purpose of this report is to introduce the Village of Pemberton Board of Variance Bylaw No. 893, 2021, for First, Second and Third Reading, attached as **Appendix A**.

BACKGROUND

The *Local Government Act* Section 536(1) requires that a local government that has adopted a zoning bylaw must, by bylaw, establish a Board of Variance. The Board of Variance is an independent body comprised of three (3) members who are appointed by Council. The Board of Variance typically receives applications for minor variances to the Zoning Bylaw to relieve undue hardship, related to the siting, size, or dimensions of a building or structure.

Furthermore, as per Section 539 (3) of the *Local Government Act*, the bylaw establishing a Board of Variance must set out the procedures for applications and public notices. The current Board of Variance Bylaw, No. 678, 2011 was adopted on December 20th, 2011.

DISCUSSION AND COMMENTS

The proposed new Board of Variance Bylaw is to reflect current Board of Variance procedures, provide clarity, update references to the *Local Government Act*, and consider increases to the application fee to reflect the amount of Staff time involved in processing applications. The proposed changes are demonstrated in the tracked-changes version of Board of Variance Bylaw No. 678, 2011 attached as **Appendix B**, and outlined below:

Interpretation

The definition of Manager of Development Services was added.

Secretary of the Board

The previous bylaw identifies the requirement for a Council appointed “Secretary of the Board”. Currently, there is no Secretary of the Board appointed by Council and the responsibilities of the Secretary of the Board including receiving applications, preparing agendas, circulating notices, attending meetings, recording minutes, and maintaining records are carried out by Development Services Staff. This role is not a requirement of the *Local Government Act*. This section has been removed and all references to the “Secretary” have been replaced by “Village”. Development Services Staff will continue to perform this function.

Meetings

Previously, the Board of Variance has scheduled meetings on an as needed basis when applications were received. As development in Pemberton rises, so are applications to the Board

of Variance. In 2020, a total of eight (8) applications were received and six (6) meetings occurred. To provide Board Members, Staff, and Applicants predictable timelines, the Board has established a monthly meeting schedule. At this time, a meeting is scheduled on the fourth Wednesday of the month (excluding December) with application deadlines four (4) weeks (29 days) prior. The Bylaw has been updated to reflect this change in process.

Notice of Appeal

This section has been re-named "**Process and Fees**" to provide clarity. The specific application requirements have been removed from the bylaw and application forms will be prescribed by the Manager of Development Services. This is a similar approach used in Development Procedures Bylaw No. 887, 2020.

Staff are proposing to increase the application fee from \$250.00 to \$400.00 to reflect the costs of Staff time to process Board of Variance applications. Cost recovery is not applied to Board of Variance applications. While this proposed rate continues to remain low, it is more comparative of neighbouring local governments who require the following fees:

District of Lillooet: \$500.00
Resort Municipality of Whistler: \$800.00
District of Squamish: \$500.00
District of Sechelt: \$500.00

Notice of Hearing

As per the *Local Government Act* Section 541 (1) If a person makes an application under section 540, the board of variance must notify all owners and tenants in occupation of:

- a) the land that is the subject of the application, and
- b) the land that is adjacent to land that is the subject of the application.

This section has been updated to remove the notice requirement to the Board of Variance (who will be notified through Staff correspondence) and clarify that owners and occupiers of the subject lands will be notified of an application.

The *Local Government Act* merely states that adjacent neighbours are to be notified; however, it is the standard practice in the Village of Pemberton for neighbours within 100m to receive notice. The bylaw has been updated to reflect this practice.

The Village Building Official is notified as a member of the Department of Development Services, therefore 8.1, iv) has been removed.

The provision that a Board of Variance can order public notice to be published in a local newspaper has been removed. Board of Variances applications and meetings are not required by the *Local Government Act* to be published in the newspaper. Additionally, this has not been requested to date by the Board of Variance.

Conduct of Hearing

To provide clarity, the statement that the Chair is a member and is entitled to vote on all matters coming before the Board was added.

Decision

As per Section 542 (4) of the *Local Government Act*, a decision of the Board of Variance is final. The Bylaw has been updated to clearly identify this.

COMMUNICATIONS

This process does not require a communications element. The updated Bylaw will be circulated to Board of Variance Members and shared on the Village of Pemberton Website.

LEGAL CONSIDERATIONS

Section 539 (3) of the *Local Government Act* requires that a bylaw establishing a Board of Variance must set out the procedures to be followed by the Board of Variance, including the manner in which appeals are to be brought and notices under section 541 or 532(2) are to be given.

IMPACT ON BUDGET & STAFFING

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

The proposed increase to the Board of Variance application fee will capture the expense of Staff time to process applications.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required respecting this Bylaw.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Review of the Board of Variance Bylaw and amendments to it has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options proposed at this time.

RECOMMENDATIONS

Recommendation One:

THAT the Village of Pemberton Board of Variance Bylaw No.893, 2021 receive First, Second, and Third Reading

ATTACHMENTS:

Appendix A: Board of Variance Bylaw No.893, 2021

Appendix B: Tracked changes version of Bylaw No. 678, 2011

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

VILLAGE OF PEMBERTON

BYLAW No. 893, 2021

A BYLAW TO ESTABLISH A BOARD OF VARIANCE

WHEREAS the Council of the Village of Pemberton has adopted a Zoning Bylaw:

AND WHEREAS the *Local Government Act*, provides that where a Council has adopted a Zoning Bylaw, there shall be established, by bylaw, a Board of Variance.

AND WHEREAS the *Local Government Act* provides that in a bylaw establishing a Board of Variance there shall be set out the procedures to be followed by the Board of Variance, including the manner in which appeals are to be brought to the Board of Variance and how notices of applications to the Board of Variance are to be given;

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

1. CITATION

- 1.1 This Bylaw may be cited for all purposes as the “Board of Variance Bylaw, No. 893, 2021”.

2. ESTABLISHMENT

- 2.1 The Board of Variance is hereby established in accordance with the provisions of the *Local Government Act*.

3. INTERPRETATION

- 3.1. In this Bylaw:

“Board”	means the Village of Pemberton Board of Variance;
“Chair”	means the Chair of the Board of Variance;
“Council”	means the Council of the <i>Village</i> ;
“Manager of Development Services”	means the person appointed by the Chief Administrative Officer for the Village as the Manager of Development Services and

includes any person temporarily appointed or designated to act in their place;

“Village”

means the Village of Pemberton;

3.2 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 required. A reference to a statute, regulations or bylaw refers to that enactment as amended or replaced from time to time.

3.3 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.

4. APPOINTMENT OF BOARD MEMBERS

4.1 The *Board* shall consist of three (3) members appointed by *Council*.

4.2 The *Board* shall elect one of their members as *Chair*, who may appoint an acting *Chair* to preside in the absence of the *Chair*.

4.3 Each *Board* member shall hold office for a term of three (3) years or until a successor is appointed, but a member may be re-appointed for a further term(s).

5. MEETINGS

5.1 The *Board* shall determine the meeting schedule with a minimum of one meeting scheduled per month, except for December.

5.2 In the event that no application of appeal to the *Board* is submitted at least twenty-nine (29) calendar days prior to the date of the next meeting, then no meeting shall be held.

5.3 The *Board* shall be convened by the *Chair* on the date of the hearing and at the time set out in the notice.

5.4 The *Board* shall hear representation made to the *Board*.

5.5 All meetings and deliberations of the *Board* shall be open to the public.

6. PROCESS AND FEES

- 6.1 The *Board* shall hear and determine applications as specified under Section 542, 543 and 544 of the *Local Government Act*.
- 6.2 The *Manager of Development Services* may prescribe:
- a) the form and content of application forms; and
 - b) whether or not an application is complete.
- 6.3 Any person desiring to be heard by the Board of Variance must submit an application as follows:
- a) Completed application form 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 applicant or by a person authorized to sign on behalf of the applicant; and
 - d) Accompanied by the non-refundable application fee of \$400.00
- 6.4 Where an appeal is based on a determination of value made pursuant to Section 544(1) of the *Local Government Act*, notice of appeal shall be filed no later than thirty (30) days after the appellant has been advised in writing of such determination.

7. NOTICE OF HEARING

- 7.1 The Village shall not less than seven (7) calendar days before the hearing of an appeal under Section 540 of the *Local Government Act*, mail or otherwise deliver notice of the hearing to all owners and occupiers of land that are at a distance no greater than 100 meters from the property line of the lands subject to the application.
- 7.2 The notice of the hearing shall state the date, place, and time of the hearing and shall state the subject matter of the application.
- 7.3 *The Village* shall upon receipt of any notice of application or of any written evidence entered before the hearing including staff reports, permit the same to be inspected at the *Village* office during regular office hours.

8. CONDUCT OF HEARING

- 8.1 A quorum for the Board shall be two (2) members. In the absence of the Chair, and provided that they have not appointed an Acting Chair, the remaining members may appoint one or the other as an Action Chair for the duration of the hearing.

- 8.2 The *Chair* is a member and is entitled to vote on all matters coming before the *Board*.
- 8.3 Any person or body with interest in property within the Municipality of Pemberton is entitled to be heard at the hearing and is entitled to be represented by a solicitor or by an agent duly appointed in writing.
- 8.4 Any person represented in accordance with Section 8.3, whether or not also attending in person, shall be deemed to be a party attending the hearing.
- 8.5 The *Village*, through an official appointed by *Council*, is entitled to be heard as a party attending the hearing.
- 8.6 Evidence at a hearing may be given orally or in writing, but the *Board* shall not hear oral evidence except at a regularly constituted hearing of the subject matter of that evidence.
- 8.7 No member of the *Board* shall discuss the merits of the appeal with any person who is not a member of the *Board* or *Village* staff, before the *Board* has reached a decision.
- 8.8 The applicant shall be afforded the first opportunity to present their evidence and arguments, thereafter evidence and arguments shall be presented in such sequence as the *Chair* may direct until all parties to the application have been afforded a reasonable opportunity to be heard.
- 8.9 The *Board* may view the property affected by the appeal and surrounding properties.
- 8.10 The *Board* may adjourn a hearing and no further notice of the hearing is required if the date, time and place for its resumption are stated to those present at the time of adjournment.
- 8.11 If the applicant, having failed to notify the *Village* at least three (3) days in advance that neither he nor a representative is able to attend, does not appear at the hearing, the *Board* may proceed to decide the appeal in their absence.

9 DECISION

- 9.1 The decision of the majority shall be the decision of the *Board*, provided that where the votes of the members present, including the vote of the *Chair* or *Acting Chair*, are equal for and against allowing an appeal, the appeal shall be denied.

- 9.2 The *Village* shall, within seven (7) days of a decision, send by mail or otherwise deliver the written decision of the *Board* to the applicant and the *Village* Building Inspector.
- 9.3 The *Village* shall, within seven (7) days of the decision, enter that decision in the record maintained at the local government office.
- 9.4 A decision of the *Board* may contain such conditions as it deems advisable under the circumstances.
- 9.5 A decision of the *Board* is final.

10 GENERAL

- 10.1 Subject to the provisions of this bylaw, the *Board* shall determine its own procedure.
- 10.2 Wherever the singular is used in this bylaw, the same shall be construed to mean the plural or body corporate as the context may require.

11 REPEAL

- 11.1 “The Corporation of the Village of Pemberton Board of Variance Bylaw, No. 678, 2011” and its amendments are hereby repealed.

READ A FIRST TIME this 2 day of March 2021.

READ A SECOND TIME this 2 day of March 2021.

READ A THIRD TIME this 2 day of March 2021.

READ A FOURTH TIME AND FINALLY ADOPTED this XX day of 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

VILLAGE OF PEMBERTON

BYLAW No. ~~XXX678~~, 202144

A BYLAW TO ESTABLISH A BOARD OF VARIANCE

WHEREAS the Council of the Village of Pemberton has adopted a Zoning Bylaw:

AND WHEREAS the *Local Government Act*, provides that where a Council has adopted a Zoning Bylaw, there shall be established, by bylaw, a Board of Variance.

AND WHEREAS the *Local Government Act* provides that in a bylaw establishing a Board of Variance there shall be set out the procedures to be followed by the Board of Variance, including the manner in which appeals are to be brought to the Board of Variance and how notices of applications to the Board of Variance are to be given;

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

1. CITATION

- 1.1 This Bylaw may be cited for all purposes as the “Board of Variance Bylaw, No. ~~X6XX78~~, 202144”.

2. ESTABLISHMENT

- 2.1 The Board of Variance is hereby established in accordance with the provisions of the *Local Government Act*.

3. INTERPRETATION

- 3.1. In this Bylaw:

“Board” means the Village of Pemberton Board of Variance:-

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“Chair” means the Chair of the Board of Variance:-

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“Manager of Development Services” means the person appointed by the Chief Administrative Officer for the Village as the Manager of Development Services and includes any person temporarily appointed or designated to act in their place;

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

“**Council**” means the Council of the Village; ~~Municipal Council of the Village of Pemberton.~~

~~“**Secretary**” means the Secretary to the Board of Variance appointed under this bylaw.~~

~~3.2 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.~~

~~-3.3. 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.~~

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4. APPOINTMENT OF BOARD MEMBERS

- 4.1 The Board shall consist of three (3) members appointed by ~~the Village of Pemberton~~ Council.
- 4.2 The Board shall elect one of their members as Chair, who may appoint an acting Chair to preside in the absence of the Chair.
- 4.3 Each Board member shall hold office for a term of three (3) years or until a successor is appointed, but a member may be re-appointed for a further term(s).

5. SECRETARY OF THE BOARD

- ~~5.1 The Council shall appoint a Secretary to the Board of Variance.~~
- ~~5.2 The Secretary, in addition to receiving applications and preparing agendas on behalf of the Board, shall:~~
 - ~~(a) establish with the Manager of Development Services the dates for meetings of the Board;~~
 - ~~(b) circulate notices of applications in accordance with the requirements of the *Local Government Act*;~~
 - ~~(c) attend meetings of the Board, record minutes of meetings and attend to the processing of any correspondence arising from Board meetings, including notification of Board decisions to applicants and Village staff; and~~

~~(d) maintain a record of all decisions and orders of the Board and ensure that the record is available for public viewing at the Municipal Hall during regular business hours.~~

6.5. MEETINGS

~~56.1 The BoardChair shall determine the meeting schedule with one meeting scheduled per month, excluding December. for the Board.~~

~~6.2 A meeting of the Board shall be held within forty (40) days after the date of receipt of the notice of appeal unless an extension is allowed by written consent by the appellant.~~

~~5.2 In the event that no application of appeal to the Board is submitted at least twenty-nine (29) calendar days prior to the date of the next meeting, then no meeting shall be held.~~

~~56.3 The Board shall be convened by the Chair on the date of the hearing and at the time set out in the notice.~~

~~56.4 The Board of Variance shall hear representation made to the Board.~~

~~56.5 All meetings and deliberations of the Board shall be open to the public.~~

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7. PROCESS AND FEESNOTICE OF APPEAL

~~5.1.7.1 The Board shall hear and determine applications as specified under Section 542, Section 543 and 904 and Section 544902 of the Local Government Act.~~

~~5.2 The Manager of Development Services may prescribe:~~

~~a) a) the form and content of application forms; and~~

~~b) e) whether or not an application is complete.~~

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~~3.3. Any person desiring to be heard by the Board of Variance must submit an application as follows:~~

~~a) a) Completed application form and accompanied by supporting documents as indicated on the form;~~

~~b) b) Filed with the Village of Pemberton Development Services Department;~~

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~~c) e) Signed by either the applicant or by a person authorized to sign on behalf of the applicant; and~~

~~d)) d) Accompanied by the non-refundable application fee of \$400.00~~

7.2 Any person desiring to be heard by the Board shall complete the application for an appeal to the Board of Variance and submit it to the Secretary using a Form attached hereto as Schedule "A". The application shall:

~~state clearly the grounds upon which the appeal is based and relief sought;~~

~~include such plans and technical information as the appellant or Secretary deems necessary to support the appeal including, but not limited to, the following:~~

~~i) The location of all buildings and structures on the subject property (site plan);~~

~~ii) A survey plan certified by a BC Land Surveyor;~~

~~iii) A building elevation plan certified by a BC Land Surveyor;~~

~~iv) Professional Engineer's report with respect to drainage, topography, geotechnical considerations, or other pertinent matters;~~

~~v) In an appeal under Section 901(1) of the Local Government Act, that portion of the proposed work that does not comply with a bylaw respecting the siting, dimensions or size of a building structure;~~

~~vi) A site plan showing the location of all trees for which a cutting or removal permit has been denied;~~

~~vii) A subdivision servicing requirement under Section 938(1).~~

~~Be accompanied by a non-refundable application fee in the sum of Two Hundred and Fifty Dollars (\$250.00).~~

7.3 A notice of appeal under Sections 901(1) (a), 901(1)(b), 901(1)(2) of the Local Government Act shall be filed only after:

~~the denial of a formal application for a building permit by the Building Inspector of the Village; or~~

~~the denial of a tree cutting or removal permit by the Village.~~

7.4 Where an appeal is based on a determination of value made pursuant to Section ~~544944~~(18) of the Local Government Act, notice of appeal

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shall be filed no later than thirty (30) days after the appellant has been advised in writing of such determination.

8.6. NOTICE OF HEARING

8.1 ~~Notification shall be provided by the Village Secretary shall.~~ ~~Not~~ not less than seven (7) calendar days before the hearing of an appeal under Section ~~540904~~ of the *Local Government Act*, by mail or otherwise delivered notice of the hearing to all owners and tenants of the land that is:

- ~~i) the members of the Board;~~
- ~~a) the Applicant;~~
- ~~a)~~
- ~~a) the registered owner(s), as shown on the last revised assessment roll, and all occupiers of the subject property and all real property, located immediately adjacent to the parcel which is subject to the appeal; and~~
- ~~a) Subject of the application;~~
- ~~b) At a distance of no greater than 100 meters from the property line of the lands subject to the application.~~
- ~~ii) if an appeal is under Section 962(1)(b) of the Local Government Act, the Building Inspector whose determination is being appealed.~~

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8.2 The notice of the hearing shall state the date, place, and time of the hearing and shall state the subject matter of the application.

8.3 ~~Public Notice of a hearing may be given where the Board so orders. Where ordered, such notice shall be given by publishing the date, time and place of the hearing, along with a statement of the subject matter of the appeal, in a newspaper or local periodical distributed at least weekly for circulation in the Municipality and containing both news items and advertising, with such publication to appear not less than three (3) days nor more than ten (10) days before the date of the hearing.~~

8.4 The Village Secretary shall upon receipt of any notice of application or of any written evidence entered before the hearing including staff reports, permit the same to be inspected at the Village Secretary's office during regular office hours.

9-7. CONDUCT OF HEARING

7.19.1—A quorum for the Board shall be two (2) members. In the absence of the Chair, and provided that ~~they~~ ~~have~~ ~~has~~ not appointed an Acting Chair, the remaining members may appoint one or the other as an Acting Chair for the duration of the hearing.

The Chair is a member and is entitled to vote on all matters coming before the Board.

9.32 Any person or body with interest in property within the ~~Municipality-Village~~ is entitled to be heard at the ~~hearing, and~~ hearing and is entitled to be represented by a solicitor or by an agent duly appointed in writing.

9.43 Any person represented in accordance with Section 9.32, whether or not also attending in person, shall be deemed to be a party attending the hearing.

9.54 The Village, through an official appointed by the ~~Municipal~~-Council, is entitled to be heard as a party attending the hearing.

9.65 Evidence at a hearing may be given orally or in writing, but the Board shall not hear oral evidence except at a regularly constituted hearing of the subject matter of that evidence.

9.76 No member of the Board shall discuss the merits of the appeal with any person who is not a member of the Board or ~~Village staff~~ the Secretary, before the Board has reached a decision.

9.87 The appellant shall be afforded the first opportunity to present ~~their~~ his evidence and arguments, thereafter evidence and arguments shall be presented in such sequence as the Chair may direct until all parties to the application have been afforded a reasonable opportunity to be heard.

9.98 The Board may view the property affected by the appeal and surrounding properties.

9.109 The *Board* may adjourn a hearing and no further notice of the hearing is required if the date, time and place for its resumption are stated to those present at the time of adjournment.

9.110 If the appellant, having failed to notify the ~~Village Secretary~~ at least three (3) days in advance that neither ~~they~~ he nor a representative is able to attend, does not appear at the hearing, the Board may proceed to decide the appeal in ~~his~~ their absence.

40.8. DECISION

- 10.1 The decision of the majority shall be the decision of the Board, provided that where the votes of the members present, including the vote of the Chair or Acting Chair, are equal for and against allowing an appeal, the appeal shall be denied.
- 10.2 The ~~Village Secretary~~ shall, within seven (7) days of a decision, send by mail or otherwise deliver the written decision of the Board to the ~~Applicant, all persons who made representation at the hearing, and the Village local government~~ Building Inspector.
- 10.3 The ~~Village Secretary~~ shall, within seven (7) days of the decision, enter that decision in the record maintained at the local government office.
- 10.4 A decision of the Board may contain such conditions as it deems advisable under the circumstances.

10.5 A decision of the Board is final.

41.9. GENERAL

- 11.1 Subject to the provisions of this bylaw, the Board shall determine its own procedure.
- 11.2 Wherever the singular ~~or masculine~~ is used in this bylaw, the same shall be construed to mean the plural ~~or feminine~~ or body corporate as the context may require.

42.10. REPEAL

- 12.1 "The ~~Corporation of the~~ Village of Pemberton Board of Variance Bylaw, No. ~~678308, 20114994~~" and its amendments are hereby repealed.

READ A FIRST TIME this ~~1st~~ day of ~~November~~ 2021.

READ A SECOND TIME this ~~1st~~ day of ~~November~~ 2021.

READ A THIRD TIME this ~~1st~~ day of ~~November~~ 2021.

RESCIND THIRD READING this ~~15th~~ day of ~~November~~, 2021

RE-READ A THIRD TIME this ~~15th~~ day of ~~November~~, 2021

RECONSIDERED AND FINALLY ADOPTED this ~~20th~~ day of ~~December~~, 2021.

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MAYOR

CORPORATE OFFICER

BOARD OF VARIANCE APPLICATION CHECKLIST

Pre-Application

- Meet with the Manager of Development Services to review: bylaws, policies, regulations, and any special restrictions (Land Use Contract, development permits, restrictive covenants, etc.)
- Review driveway access, road widening, service connection, etc. with a Certified Professional Engineer.
- Have a clear understanding of the required variance being appealed to the Board.

Application

- Complete Board of Variance Application form (can be obtained from the Village office or online (www.pemberton.ca))
- Letter addressed to the Board (photos optional)
- Floor plan (for existing and proposed) showing space uses and door and window locations
- Elevation plans
- Certificate of Title (not older than 30 days) — may be obtained from the Village office for a \$20.00 fee
- Any documents registered on the title, covenants, easements, rights of ways, building schemes, or design guidelines
- Letter of Authorization (if required)
- Copy of the Strata Council's approval for the proposed structure (for strata-owned properties)
- A non-refundable application fee of \$250.00, payable to the Village of Pemberton
- Site Plan, showing requested variance
 - Lot measurements, width, length and area of lot
 - Building envelope (based on the zoning bylaw required setbacks)
 - Identify adjacent roads, lanes streets, etc.
 - Identify all tree locations, size and species
 - North arrow indicator

For All Existing Buildings

- Detailed dimensions of exterior width and length
- Area of each floor and number of floors

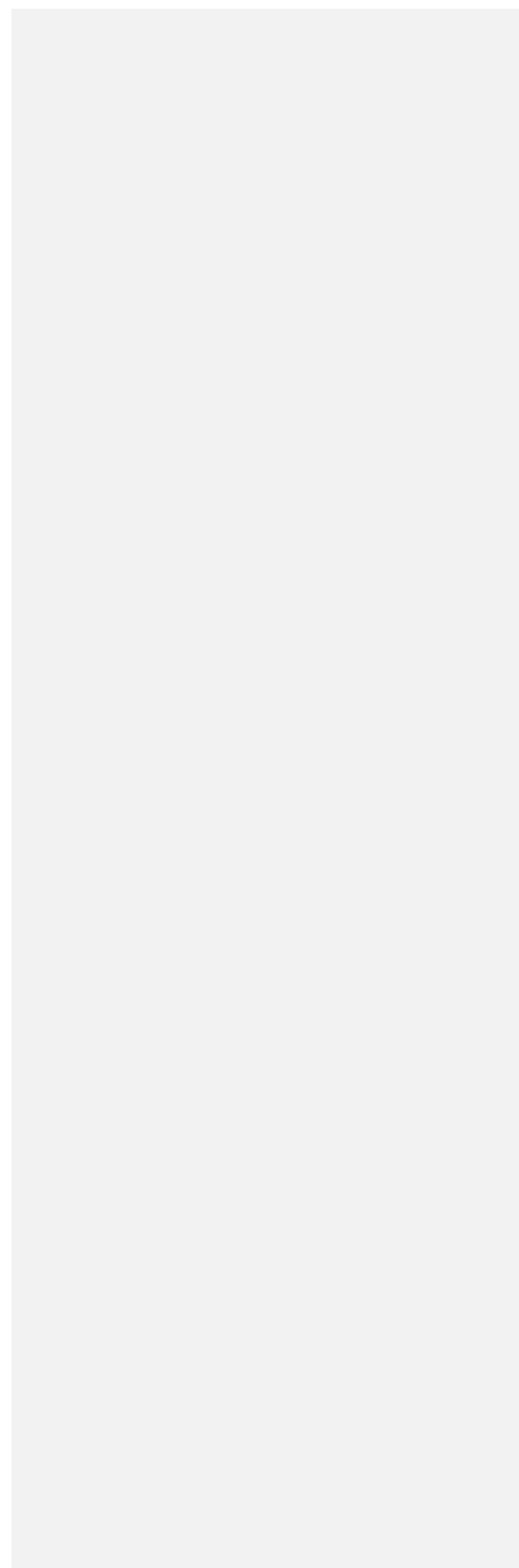
For All Proposed Buildings

- Detailed dimensions of exterior width and length
- Area of each floor and number of floors
- Exterior stairs
- Heights (showing requested variance, if height variance is requested)
- Area of accessory buildings
- Include distance from any buildings, decks, garages, carports and sheds to all lot lines

Lot Coverage (in percentages)

- Lot coverage allowed
- Lot coverage required for existing structure

- Lot coverage required for proposed structure
- Total lot coverage



From: Natalie Szewczyk <Natalie.Szewczyk@opendoorgroup.org>
Sent: Monday, February 22, 2021 4:09 PM
Subject: Provincial Wage Subsidy Program & Other WorkBC Programs

Dear Mayor and Council

My Name is Natalie and I am the Program Manager for the sea to sky WorkBC Employment Services centre in our region. I am writing to the mayor and council with the hopes you may share and advocate for employment related services that are offered through WorkBC which are part of the Ministry of Social Development and Poverty Reduction. In efforts to share vital information not only to job seekers, but for local employers. Recently, WorkBC has expanded a federally funded program of Wage Subsidy that normally required Employment Insurance attachment of an eligible criteria of a job seeker. This EI related Wage Subsidy program is geared towards prospective employers as an incentive to hire an individual who may lack some skills and/or education, where in turn the employer would have a portion of the new employees' wages subsidized for a period of time. In November of 2020, the BC Government, expanded the eligibility of this program considerably to address the labour demands that have been created during COVID. We are happy to share that most of the eligibility criteria as been amended to best support individual seeking employment and employers looking to hire new or rehire previously laid off staff.

As the regional employment service centre for the sea to sky area, we are working closely with the provincial government and provincial training institutions to offer more training opportunities to residents in the sea to sky area (Squamish to Mount Currie) – most importantly help people access services to gain employment. In addition to this, we are also members of some of the local economic groups who are also advocating for similar resources in our communities. There are a number of services that are available to support these initiatives with funding to be accessed. At this time, many of these initiatives are dedicated to COVID recovery efforts to help the labour force in our area, however have existed prior to COVID. Services such as:

- [Wage Subsidy](#)
- [Project Based Labour Market Training](#)
- [Job Creation Partnerships](#)

We are seeking to partner with our local municipalities to help champion and spread the word regarding these services to our community of residents and also business. We feel there are resources that can truly help communities regain some stability in the current labour market as well as growth in other areas of the economy. As the most tangible service currently available and in active demand is our Wage Subsidy service. This service can help local employers and also job seekers fill the vacancies that are so desperately needed in many areas which make our communities rich and vibrant. Below is information that may be of interest and we are happy to further discuss how we can better support our communities access the funding, support and resources which WorkBC can offer. We truly believe in cultivating community driven relationships and leveraging the support and advocacy of our local municipal government.

Please feel free to reach out to us if you have any questions or would like to further discuss how we can further assist.

Upcoming Event - Monthly Employer Information Sessions:

4th Wednesday of every Month at 3pm – see attached poster. Next session Wednesday Feb 24th

Key highlights about the program:

WAGE SUBSIDY

The WorkBC Wage Subsidy program covers a part of employee wages so employers can hire job seekers and provide work opportunities. Both unemployed individuals and employers in B.C. can benefit from WorkBC Wage Subsidy.

To learn more, please visit: <https://www.workbc.ca/Employment-Services/Wage-Subsidy.aspx>

Or contact your Sea to Sky WorkBC Centre at 604-639-1743 | centre-squamish@workbc.ca

Best regards,

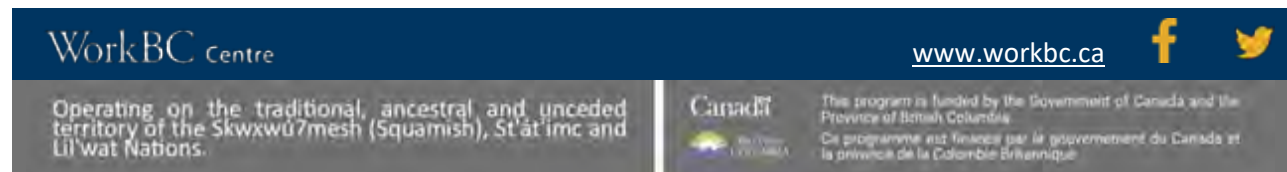
Natalie Szewczyk | Program Manager

WorkBC Employment Services Centre – Squamish | Whistler | Pemberton | Mt. Currie

T: 604.639.1743

F: 604-898-1670

A: 302 - 37989 Cleveland Ave, Squamish, BC V8B 0A8





ARE YOU AN EMPLOYER INTERESTED IN THE WORKBC WAGE SUBSIDY PROGRAM?

Sea to Sky WorkBC is hosting a monthly webinar for employers on the WorkBC Wage Subsidy Program!

Attend one of our sessions to learn more about WorkBC services for employers and how to specifically access the Wage Subsidy program.

**DATE/TIME: THE 4TH WEDNESDAY OF
EVERY MONTH • 3 PM
SEE EVENTBRITE FOR MORE DETAILS
AND TO REGISTER:
<http://bit.ly/workbcwagesub>**



What does it do?

The program provides funding to an eligible employer to subsidize a Client's wage as an incentive to hire and provide work experience and on-the-job training to an eligible Client or individual who has been identified as needing work experience, and to hire new or recall laid off employees.



How can you access it?



A wage subsidy can be accessed through two separate avenues:

- 1) An eligible WorkBC client is identified by the employer as an appropriate candidate for a position
- 2) An employer identifies a potential candidate and refers them to WorkBC for a subsidy

How much are you eligible for?

The duration of a wage subsidy can not exceed 24 weeks and the percentage subsidized decreases every 8 weeks. The amount of starting subsidy falls under two categories:

- 1) All WorkBC clients - 50%
- 2) Youth and clients with a disability - 75%



What do I need to be an eligible employer?



You must be:

- A registered business in BC (including WorkSafe BC registration)

- Offering a full-time position

- Offering Insurable Employment



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

February 17, 2021

Dear Friends & Neighbours,

Abandoned boats are an ongoing problem in our community and have economic, social, and environmental impacts on coastal communities across Canada. They pollute the marine environment, harm local businesses such as tourism and fisheries, damage infrastructure, interfere with navigation, and pose safety risks to Canadians. The Government of Canada, through its Oceans Protection Plan, is working hard to deter this irresponsible practice.

Yesterday, the Minister of Transport, the Honourable Omar Alghabra, announced the most recent initiatives to receive funding for the assessment, removal and disposal of abandoned boats in Canadian waters. **Under the Abandoned Boats Program, \$1,692,079 is being provided to assess 44 boat removal projects in British Columbia and Newfoundland and Labrador, and to remove 51 abandoned boats in British Columbia and Nova Scotia.**

In BC, the recipients for **assessments** are:

- We Are The Change For Humanity – Assessment of 2 boat removal and disposal projects in Alert Bay, British Columbia (\$10,000)
- Coastal Restoration Society – Assessment of:
 - 18 boat removal projects in Barkley Sound, British Columbia (\$38,050)
 - 12 boat removal projects in Nootka Sound, British Columbia (\$47,400)
 - 3 boat removal projects in Bamfield Harbour, British Columbia (\$14,500)
- Heiltsuk Horizon Maritime Services Ltd. – Assessment of 8 boat removal projects in the Bella Bella Region, British Columbia (\$39,007)

In BC, the recipients for **removals** are:

- Salish Sea Industrial Services Ltd. – Removal and disposal of 24 boats in Victoria, British Columbia (\$551,202)
- Coastal Restoration Society – Removal and disposal of 11 boats in Tofino, British Columbia (\$327,000)
- We Are The Change For Humanity – Removal and disposal 2 boats in Alert Bay, British Columbia (\$100,000)

These announcements follow the coming-into-force of the Wrecked, Abandoned or Hazardous Vessels Act on July 30, 2019. The Act makes it illegal to abandon boats, increases vessel owner liability, and

strengthens the Government of Canada's response in cases where owners do not behave responsibly in disposing of their vessels at the end of their useful life.

In light of the economic impacts related to the COVID-19 pandemic, the Government of Canada will pay 100% of costs for boat removal assessment projects and for boat removal and disposal projects, for a maximum of \$50,000 per project instead of 75% as in previous years.

Launched in November 2016, the \$1.5 billion Oceans Protection Plan is the largest investment ever made to protect Canada's coasts and waterways. This national plan is creating a world-leading marine safety system that provides economic opportunities for Canadians today, while protecting our coastlines and clean water for generations to come. This work is being done in close collaboration with Indigenous peoples, local stakeholders, and coastal communities.

For more information on yesterday's announcement, [please visit this webpage](#).

A reminder as well that the [fifth call for applications through the Abandoned Boats Program](#) is still ongoing. I encourage all interested parties to submit an application, as the Program application intake will remain open until all funds for 2020-2021 have been allocated.

If you have any questions or concerns, please do not hesitate to reach out to our office. We are happy to help and support your application in any way that we can.

Sincerely,



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



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

February 26, 2021

Dear Friends & Neighbours,

With the 2021 tax-filing season now underway, I would like to relay some important information pertinent to seniors that may prove helpful as you file your taxes this year.

For low or fixed-income individuals, please note that you may be eligible to use the Canada Revenue Agency's ['File My Return Service'](#) which allows you to file your return by answering a few questions online. This is a great free tool that can help eligible seniors who need assistance with their filings. Further, as a reminder, last year's [one-time COVID-19 support payments for seniors](#) are tax-free and do not have to be reported.

Please see below for a list of credits that seniors may be able to claim:

- [Canada caregiver credit](#) – an amount of \$2,273 and up to \$7,276 (depending on relationship between claimant and person receiving care)
- [disability tax credit](#) – up to \$8,576, pending eligibility
- [medical expense tax credit](#) – 3% of claimant's or dependent's net income or \$2,397
- [home accessibility tax credit](#) – up to \$10,000 in renovation expenses paid to make the home more accessible
- [age credit](#) – up to \$7,637
- [pension income credit](#) – up to \$2,000
- [pension income splitting](#) – Seniors may be able to jointly elect with their spouse or common-law partner to split eligible pension income

For more information on tax filings for seniors, I would encourage you to consult with the following websites:

- [CRA's contact information](#)
- [Tips from the CRA on how seniors can manage their taxes and benefits](#)
- [List of federal programs and services for seniors](#)

If you have any questions, please do not hesitate to reach out to our office and we would be happy to assist you with your enquiry.

Sincerely,



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

Constituency Ottawa

6367 Bruce Street West Vancouver British Columbia V7W 2G5 Tel.: 604-913-2660 Fax.: 604-913-2664	Suite 282, Confederation Building 229 Wellington Street, Ottawa Ontario K1A 0A6 Tel.: 613-947-4617 Fax.: 613-847-4620	Village of Pemberton Regular Council Meeting No. 1533 Tuesday, March 2, 2021 75 of 76
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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*