

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, October 19, 2021, at 9:00 a.m. in Council Chambers at 7400 Prospect Street. This is Meeting No. 1547.

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

Instructions for public participation at the meeting remotely by ZOOM webinar can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/83261910857>

NOTE: All members of the Public attending in-person must wear a mask while at the meeting.

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. RISE WITH REPORT FROM IN CAMERA	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1546, Tuesday, October 5, 2021	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1546, held Tuesday, October 5, 2021, be approved as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
7. COMMITTEE MINUTES - FOR INFORMATION	
8. DELEGATION	
9. STAFF REPORTS	
a) Office of the Chief Administrative Officer	
i. Verbal Report	
Recommendation: THAT the Chief Administrative Officer's verbal report be received.	

b) Corporate & Legislative Services

i. 2022 Council Meeting Schedule

11

Recommendation: THAT Council provides direction with respect to the 2022 Regular Council Meeting schedule

c) Development Services

i. Sea to Sky Food Recovery Strategy and Action Plan Report

16

Recommendation One: THAT Council receives the Sea to Sky Food Recovery Strategy and Action Plan report.

Recommendation Two: THAT the Village of Pemberton continues to support the Village's participation in regional collaboration around food waste reduction and zero waste.

Recommendation Three: THAT Council directs Staff to include relevant information and actions from the Sea to Sky Food Recovery Strategy and Action Plan in relevant policy work such as the Official Community Plan and the Community Climate Action Plan.

10. BYLAWS

a) Bylaws for First, Second, and Third Readings

i. Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Electronic Meetings) Bylaw No. 909, 2021

51

Recommendation: THAT Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Electronic Meetings) Bylaw No. 909, 2021 receive First, Second, and Third Readings.

ii. Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Electronic Meetings) Bylaw No. 910, 2021

57

Recommendation: THAT Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Electronic Meetings) Bylaw No. 910, 2021 receive First, Second, and Third Readings.

iii. Village of Pemberton Advisory Planning Commission Bylaw No. 626, 2009, Amendment (Electronic Meetings) Bylaw No. 911, 2021

62

Recommendation: THAT Village of Pemberton Advisory Planning Commission Bylaw No. 626, 2009, Amendment (Electronic Meetings) Bylaw No. 911, 2021 receive First, Second, and Third Readings.

iv. Village of Pemberton Building Bylaw No. 912, 2021

64

Recommendation One: THAT Village of Pemberton Building Bylaw No. 912, 2021, receive First, Second, and Third Readings.

Recommendation Two: THAT Village of Pemberton Building Bylaw No. 912, 2021 be considered for Fourth and Final Reading at the Special Council Meeting scheduled for Thursday, October 21, 2021, at 9:00 a.m.

v. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021

Recommendation: THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021 receive First, Second, and Third Readings.

Recommendation Two: THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021 be considered for Fourth and Final Reading at the Special Council Meeting scheduled for Thursday, October 21, 2021, at 9:00 a.m.

11. MAYOR’S Report

12. COUNCILLORS’ Reports

13. CORRESPONDENCE

a) For Action

- i. James Linklater, President, Rotary Club of Pemberton, dated October 13, 2021, requesting that the Village proclaim October 24th, 2021, as World Polio Day.**

111

Recommendation: THAT Council proclaims October 24th, 2021, as World Polio Day.

b) For Information

- i. Bill Ark, Invermere resident, dated October 2021, expressing support for changing the name and flag of the province, and presenting artwork and proposed flag designs.**

113

Recommendation: THAT the correspondence be received.

17. DECISION ON LATE BUSINESS

18. LATE BUSINESS

19. NOTICE OF MOTION

20. QUESTION PERIOD

119

21. IN CAMERA

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

22. RISE WITH REPORT

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, October 5, 2021 in Council Chambers at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 1546.

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

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, manager of Corporate & Legislative Services
Tom Csima, Manager of Operations & Projects
Lisa Pedrini, Manager of Development Services
Scott McRae, Manager of Development Services
Emily White, Executive Assistant & HR Coordinator
Vinka Hutchinson, Communications & Grant Coordinator
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 1

MEDIA: 1

*** ATTENDED ELECTRONICALLY**

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

1. CALL TO ORDER

At 5:34 p.m. Mayor Richman called the 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 amended to include discussion of the condition of the Lillooet River bridge on Hwy 99 under item 9 (a) (i).

CARRIED

3. RISE WITH REPORT FROM IN CAMERA

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1545, Tuesday, September 21, 2021

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1545 held Tuesday, September 21, 2021, be adopted as circulated.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

7. COMMITTEE MINUTES – FOR INFORMATION

There were no committee minutes to be received.

8. DELEGATIONS

There were no delegations to be received.

9. STAFF REPORTS

a) Office of the Chief Administrative Officer

i. Verbal Report

CAO Gilmore introduced Scott McRae, the Village's new Manager of Development Services, to Mayor and Council.

Lillooet River Bridge - Discussion

CAO Gilmore opened discussion of the condition of the Lillooet River bridge on Highway 99, noting that Staff had discussions with Ministry of Transportation and Infrastructure (MOTI) staff on Friday to express concerns regarding the condition of the bridge. MOTI staff indicated that they are currently seeking capital funding for the extensive repairs that will be needed. This will need to be brought forward through the province's budgeting process. It should also be noted that this repair will be significant in nature, and have large scale traffic impacts.

Councillors expressed concern that the deteriorating condition of the bridge surface, with rebar exposed, poses a safety risk to motorcyclists and cyclists and that immediate action is required.

Moved/Seconded

THAT Staff be directed to contact Ministry of Transportation and Infrastructure staff to emphasize the urgency of the need for repair of the Lillooet River bridge at Highway 99, and to request interim measures be taken to mitigate the safety hazard while MOTI is awaiting capital funding for the repair;

AND THAT MLA Jordan Sturdy be copied on the correspondence.

CARRIED

b) Corporate & Legislative Services

i. Electronic Meeting Formats – Proposed Bylaw Amendments

Moved/Seconded

THAT Staff be directed to present an amendment to Council Procedure Bylaw No. 788, 2015, for First, Second, and Third Readings, at the October 19th, 2021 meeting of Council.

CARRIED

Moved/Seconded

THAT Staff be directed to present amendments to Board of Variance Bylaw No. 893, 2021, and Advisory Planning Commission Bylaw No. 626, 2009, for First, Second, and Third Readings, at the October 19th, 2021 meeting of Council.

CARRIED

Moved/Seconded

THAT a Special Council Meeting is held on Thursday, October 21st at 9:00 a.m. to consider adoption of the amending bylaws.

CARRIED

Moved/Seconded

THAT Council direct Staff to proceed with advertising the proposed Council Procedure Amendment Bylaw as required under section 94 of the *Community Charter*.

CARRIED

At 6:03 p.m. Tom Csima joined the meeting by electronic means/in person.

c) Operations

i. Public Works 3500 Dump Truck

Moved/Seconded

THAT Staff be authorized to purchase a replacement vehicle as per Option 1, funded through a down payment of up to \$25,000 from the 2021 roads maintenance budget and the remainder through a 36-month lease.

CARRIED

At 6:29 p.m. Mr. Csima left the meeting.

At 6:29 p.m. Lisa Pedrini joined the meeting by electronic means.

d) Development Services

ii. Summary of Public Hearing Report for Official Community Plan (Tiyata - École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021

Moved/Seconded

THAT this Record of Public Hearing report be received.

CARRIED

Moved/Seconded

THAT the “prior to rezoning obligation” 1 (b) for *Zoning Bylaw No. 832, 2018, Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021* established by Council resolution at the Regular Meeting No. 1539, held on June 1, 2021, be amended to read as follows: “*Pedestrian and cycling trail links to the Valley Loop Trail, Lot 13 and that CSF continue to collaborate with Staff, adjacent landowners, and the Province to deliver a public pedestrian Pemberton Creek crossing.*”

CARRIED

At 6:43 pm. Ms. Pedrini left the meeting.

10. BYLAWS

a) Bylaws for Third Reading

i. Village of Pemberton Official Community Plan Bylaw No. 654, 2011, Amendment (Tiyata – École de la Vallée) Bylaw No. 902, 2021

Moved/Seconded

THAT Village of Pemberton Official Community Plan Bylaw No. 654, 2011 Amendment (Tiyata – École de la Vallée) Bylaw No. 902, 2021 be given Third Reading.

CARRIED

ii. Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021

Moved/Seconded

THAT Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 be given Third Reading.

CARRIED

b) Bylaws for Adoption

i. Village of Pemberton Tax Exemption (Stewardship Pemberton Nature Centre) Bylaw No. 906, 2021

Moved/Seconded

THAT Village of Pemberton Tax Exemption (Stewardship Pemberton Nature Centre) Bylaw No. 906, 2021, be adopted.

CARRIED

ii. Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Fees) Bylaw No. 907, 2021

Moved/Seconded

THAT Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Fees) Bylaw No. 907, 2021 be adopted.

CARRIED

iii. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Board of Variance) Bylaw No. 908, 2021

Moved/Seconded

THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Board of Variance) Bylaw No. 908, 2021, be adopted.

CARRIED

11. Mayor's Report

Mayor Richman reported on the Squamish-Lillooet Regional District Board meetings held on September 29th where the following agenda items were discussed:

- a temporary use permit for Tyax float plane tours was renewed;
- a temporary use permit was issued for temporary food service at the location of the old Galiano Coffee shop in Britannia;
- there was discussion regarding pop-up raves that have become an issue in the district, with conversation focussing on coordination with the RCMP for enforcement.
- affordable housing amendments to the zoning bylaws for Areas A and D were adopted;

- a permissive tax exemption bylaw for the Pemberton Wildlife Association for the rifle range was adopted; and
- a noise bylaw for Area A was adopted

Mayor Richman attended the regular meeting with Vancouver Coastal Health where vaccination rates were reviewed and conversation regarding measures to ensure access to vaccination is maintained ensued.

Mayor Richman commented on the first National Day for Truth and Reconciliation, Thursday, September 30th, noting that Council will discuss at a future meeting how best to acknowledge Canada Day and Truth and Reconciliation Day in 2022.

12. Councillors' Reports

Councillor Noble

Councillor Noble drew Council's attention to an article she had circulated as a starting point for discussions regarding the observation of National Day for Truth and Reconciliation in 2022.

Councillor Craddock reported did not report.

Councillor Zant reported did not report.

Councillor Antonelli did not report.

13. CORRESPONDENCE

a) For Information

- i. Sharon Bishop, Village resident, dated September 18, 2021, expressing concern regarding the chosen location for an outdoor basketball court in the downtown.**

Moved/Seconded

THAT Staff respond to Ms. Bishop
CARRIED

- ii. Cathy Peters, BC anti-human trafficking educator, speaker, and advocate, dated September 28, 2021, presenting information regarding the inaugural Global Virtual Summit, "Connect to Protect".**

Moved/Seconded

THAT the correspondence be received.
CARRIED

14. DECISION ON LATE BUSINESS

There was no late business.

15. LATE BUSINESS

16. NOTICE OF MOTION

There was no notice of motion.

17. QUESTION PERIOD

There were no questions from the gallery.

18. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (e) acquisition, disposition, or expropriation of lands and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

At 6:50 p.m. Council moved in camera.

19. RISE WITH REPORT

At 7:36 p.m. Council rose without report.

20. ADJOURNMENT

Moved/Seconded

THAT the Regular meeting be adjourned.

CARRIED

At 7:36 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, October 19, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: 2022 Council Meeting Schedule

PURPOSE

The purpose of this report is to provide Council background on the requirements to establish the Regular Council Meeting schedule each year and present a proposed meeting schedule for 2022.

BACKGROUND

In accordance with Section 127 (1) (b) of the *Community Charter* and Section 6 (b) of the *Village of Pemberton Procedure Bylaw No. 788, 2015*, the Village of Pemberton must make available prior to January 1st the Council meeting schedule for the upcoming year and “give notice of the availability of the schedule in accordance with Section 94 (public notice) at least once a year.”

Section 94 of the *Community Charter* sets out the requirements for giving public notice and specifies that notice must be published in a newspaper that is distributed weekly and that at least two (2) notices must be published.

The Village of Pemberton Council Procedure Bylaw No. 788, 2015 Section 6 (b) (i) states that Regular Council meetings must “be held on Tuesday’s of each month the dates and times shall be established by Council resolution before December 15th of each year for the subsequent year”. Section 6 (b) (iii) establishes that “there shall not be a meeting during the month of August unless Council resolves otherwise”.

As such, the Council meeting schedule for 2022 must be determined by resolution and Notice must be issued in time to meet the January 1st deadline as established by the *Community Charter*.

DISCUSSION & COMMENTS

The Council Procedure Bylaw provides flexibility to consider each year which Tuesday of the month the Regular Council meeting should take place, evaluate the meeting times, or consider holding only one meeting a month as determined by Council.

This flexibility has resulted in the meeting schedule being adjusted to be more responsive to other Council obligations such as the Union of British Columbia Municipalities Conference (UBCM) and the Lower Mainland Local Government Association (LMLGA) meetings. It also considered other activities that result in a busy time for both Council and Staff from an operational perspective and the timing of statutory holidays (office closures) or vacation periods (Christmas and March Break). In some cases, Council determined that during those busy times it was appropriate to hold only one meeting a month.

Meeting Times:

In 2017 Council established that the first meeting of the month be held at 5:30PM and the second meeting of the month be held at 9:00AM. These meeting times remained the same for 2021 and are suggested for 2022.

2022 Meeting Calendar: Appendix A

In preparing the Council meeting schedule for 2022, Staff takes into consideration statutory holidays (office closures – see yellow highlights) in an attempt to avoid holding meetings on a Tuesday following a Statutory Holiday. It also considers the Christmas and March Break period (see green highlights) and other Council obligations such as LMLGA and UBCM (see orange highlights).

In 2022 the proposed schedule also considers the timing of the municipal elections which will be held on Saturday, October 15th with Advanced Voting scheduled for October 5th and October 12th (shown in purple) as well as the Inaugural Meeting of Council (shown in blue) which will be held on November 1, 2022. In this regard, Staff has prepared the following meeting schedule for consideration:

Meetings	Month	Time
One Meeting a Month	January, March, May, July, September and December	5:30PM
Two Meetings a month	February, April, June, July, October and November	5:30PM and 9:00AM
No Meetings	August	

It should be noted that the Village has traditionally not held a meeting during the month of August as this month is set aside for summer break. Council will note that only one meeting has been scheduled for the month of July. The rationale for doing so is to facilitate summer vacations for Staff that over time have been pushed to take place within the four-week period in August. This has proven to be a challenge from a scheduling perspective and as a result Staff is proposing holding one meeting in July to allow for a period of time in which vacations can be accommodated.

As per the Procedure Bylaw, if a matter of urgency must be addressed, Council does have the ability to call a Special Council meeting at any time and may do so by providing 24 hours' notice or if a meeting is called last minute, by resolution waiving the notice requirement. As such, depending on when budget deliberations are completed there may be a need to hold a Special Meeting in early May to facilitate final readings of the Five-Year Financial Plan and Tax Rates Bylaws should it be necessary.

Committee of the Whole and In Camera Meetings:

There is no requirement to establish the meeting schedule for the Committee of the Whole and In Camera meetings.

The current practice has been to hold the Committee of the Whole and In Camera meetings either the afternoon prior to the first Regular meeting of the month (5:30PM), or immediately following the second Regular meeting of the month (9:00AM), with Committee of the Whole usually being held in the afternoon (1:00PM). However, at the request of Council Staff has adjusted the start

time of the Committee of the Whole on the days the Regular Meeting is scheduled at 5:30 p.m. if the agenda is not full. If Council is agreeable, this practice would continue in 2022 with some adjustments during budget deliberations as an extra meeting may be required depending on the schedule set. On that note, the 2022 proposed meeting calendar identifies three potential Committee of the Whole meeting dates, identified in grey on Schedule A, that would fall outside the Regular Meeting days. These dates, March 1st, March 29th and April 12th, have been selected to accommodate budget deliberations should they be required and will be noted on the Budget Deliberation Schedule report which will be presented at a future Council meeting.

COMMUNICATIONS

As per Section 94 of the *Community Charter*, once the schedule has been approved by resolution of Council, a Public Notice will be issued in the local newspapers in November/December and before January 1, 2020.

Notice will also be provided on the Website, in the eNEWS and via posting on the Village's Facebook Page and Blog and posted on the Village Notice Boards located at the Post Office and at the Village Office.

LEGAL CONSIDERATIONS

Establishing the 2022 meeting schedule and undertaking the required notification meets with the legislation as established in the *Community Charter* and the Village of Pemberton Council Procedure Bylaw No. 788, 2015. There is no requirement for legal review.

IMPACT ON BUDGET & STAFFING

The preparation of this report was done in-house and is included as part of the regular work plan for Corporate & Legislative Services.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required as the holding of Council meetings is part of the regular business of the Village.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Depending on which Tuesday each month that Council determines the meeting will be held, there could be some impact on other jurisdictions if their Council/Board or Committee meetings are held the same day.

In this regard, the Library Board holds their Board meetings on the first Thursday of each month at 7PM except for July and August. As well, the Regional District Board meetings are traditionally held on the third Wednesday/Thursday of each month. At this time the 2022 Board Meeting Calendar has not been set, however, prior to doing so, they require the meeting dates from the member municipalities.

ALTERNATIVE OPTIONS

There are no alternative options presented at this time.

RECOMMENDATIONS

THAT Council provide direction with respect to the 2022 Regular Council Meeting schedule.

Attachments:

Appendix A: 2022 Proposed Council Meeting Schedule

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

Proposed Regular Council Meeting Schedule

2022

Village of Pemberton

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
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27	28					

March						
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27	28	29	30	31		

April						
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May						
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29	30	31				

June						
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19	20	21	22	23	24	25
26	27	28	29	30		

July						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
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				1	2	3
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25	26	27	28	29	30	

October						
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2022 Holidays for Canada

Jan 1 New Year's Day
 Feb 21 Family Day (BC)
 Apr 15 Good Friday
 Apr 17 Easter Sunday
 May 23 Victoria Day

Jul 1 Canada Day
 Aug 1 Civic Holiday
 Sep 5 Labour Day
 Sept 30 Truth and Reconciliation Day
 Oct 10 Thanksgiving

Nov 11 Remembrance Day
 Dec 25 Christmas Day
 Dec 26 Boxing Day

Office Closures/Stat Holidays - Yellow
 Green - School March Break and Christmas Break
 Orange - LMLGA and UBCM
 Purple - Municipal Election Day

Grey - Budget COW Meetings if required
 Blue - Inaugural Meeting of New Council
 - November 1st

Date: October 19, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, OCP Policy Planner

Subject: Sea to Sky Food Recovery Strategy and Action Plan Report

PURPOSE

The purpose of this report is to present the Sea to Sky Food Recovery Strategy and Action Plan, attached as **Appendix A**, for Council's receipt and to seek Council's support for the continued collaboration among the Village of Pemberton, Resort Municipality of Whistler, District of Squamish, Lil'wat Nation, the Squamish-Lillooet Regional District, hotels, restaurants and food distribution organizations in the Sea to Sky Food Corridor to reduce food waste and improve food recovery/redistribution efforts.

BACKGROUND

On February 18, 2020 the Whistler Centre for Sustainability (now WCS Planning + Engagement) sent correspondence to the Village of Pemberton Council seeking their support for an initiative aimed at developing a regional food recovery and distribution system that would help reduce food waste and meet regional zero waste goals. The letter also requested a Council resolution to support the Resort Municipality of Whistler (RMOW) grant funding application to UBCM's Poverty Reduction and Action Planning Program to support this initiative. It was noted that Village resources would not be required except for Staff time to participate in three or four meetings over the course of the project and review the final plan. Accordingly, at their Regular Meeting No. 1509, held February 25, 2020, Council passed the following resolution:

***THAT** the Village of Pemberton Council support the RMOW as the primary applicant to apply for, receive, and manage the UBCM grant funding for the development of a regional food recovery and distribution strategy.*

CARRIED

The RMOW funding application was successful and WCS Engagement + Planning (WCS) were contracted by the RMOW to lead this project. WCS were also the facilitators of an earlier Squamish-Lillooet Regional Food Project Task Force in which the Village's then Manager of Development Services participated as a Task Force Member.

The project consisted of research, outreach and collaboration with neighbouring municipalities and local businesses / food organizations in the Sea to Sky region to seek ways to maximize the recovery and distribution of excess food and minimize food waste. The resulting report, the Sea to Sky Food Recovery Strategy and Action Plan (the Plan) is attached as **Appendix A**.

DISCUSSION & COMMENTS

Food waste and access to food are local and regional issues affecting communities across the Sea to Sky corridor. In Pemberton, Sea to Sky Community Services (SSCS) currently operates the Pemberton Food Bank located at 1347 Aster Street. Across the Corridor, the Whistler Community Services Society, Squamish Helping Hands Society, the Squamish Food Bank, Lil'wat Nation and Southern Stl'atl'imx Health Society all currently serve those in need by running food banks and food service programs. While excess / unused food from grocers, restaurants and hotels is provided to these food banks and programs as much as possible, a significant amount of good excess food is still sent to landfill each year. Waste composition studies indicate that there is still a significant quantity of disposed waste that can be recycled or managed through composting or similar methods. For Pemberton avoidable food waste is estimated at 10% of the waste stream and organics is estimated at 38.3% as shown in Figure 1 below.

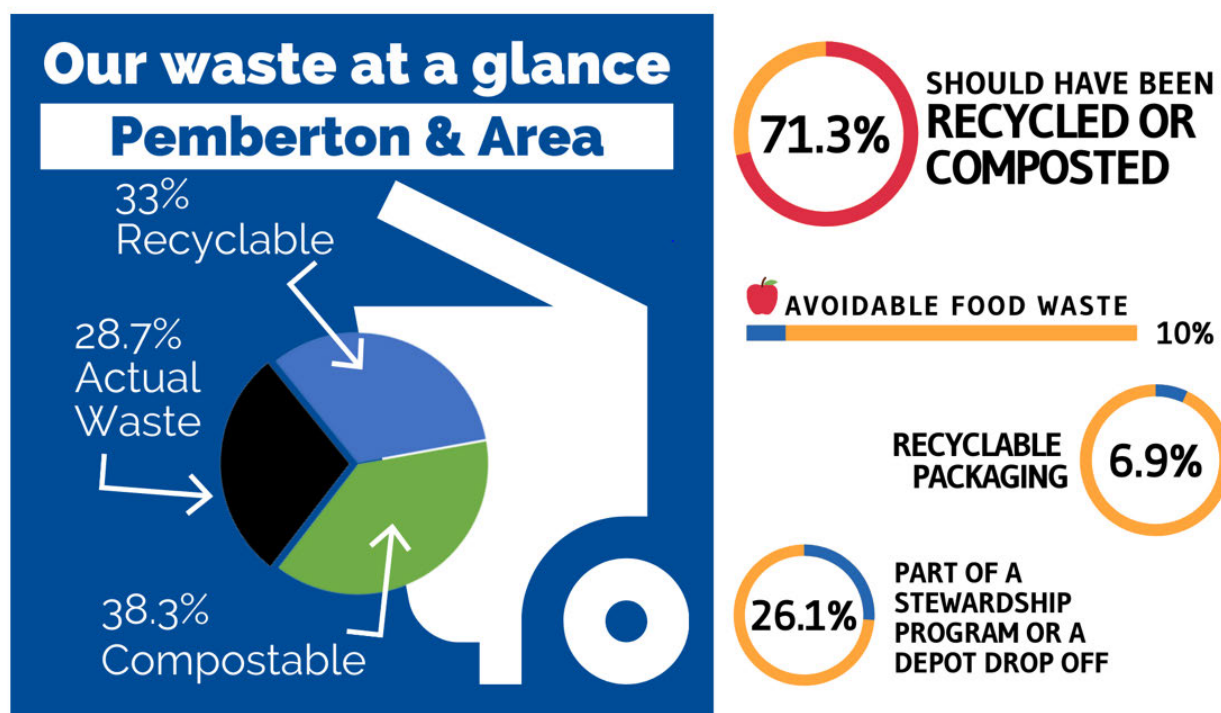


Figure 1: Breakdown of Pemberton & area waste – Source: www.slrld.bc.ca

At the same time, the demand for food bank services often exceeds their ability to collect and distribute food. The COVID-19 Pandemic exacerbated this situation and as a result, food banks across the Sea to Sky experienced a significant increase in the number of clients needing assistance. Although the majority of food to be recovered in the Corridor is generated in Whistler (through grocers, restaurants and hotels), significant food waste is also generated by Squamish and Pemberton grocers and restaurants, as well as by Pemberton farmers. In addition, the need for food programs in First Nations communities surrounding Pemberton is far greater than those further south. Better redistribution and supply to food banks and food program providers throughout the region is desirable.

The RMOW's successful funding grant resulted in the development of the attached Plan. The plan is comprised of a regional population profile, a summary of food demand and excess food supply,

a summary of strengths and gaps regarding food recovery in the Sea to Sky Corridor, and recommended strategies and actions needed to address identified opportunities or food recovery needs. Lead organizations are identified for each of the five high-level strategies noted in the Plan which include:

- Strategy 1: Secure additional recovered food donations to meet food bank/program needs*
- Strategy 2: Remove barrier to accessing food programs*
- Strategy 3: Work with remote communities on food recovery and redistribution as desired/requested*
- Strategy 4: Reduce and divert food waste that cannot be donated to food banks/programs*
- Strategy 5: Build overall capacity related to food waste and recovery*

The table below summarizes the specific recommended actions that were assigned to Local Governments¹ (LGs) as a Lead Organization, and provides options as to how the Village may consider supporting these actions.

Plan Reference	Recommended Action	Options for Village Support
<i>Strategy 1, Action 4</i>	Increase/improve access to certified commercial kitchen space that is large enough to accommodate food donations processing/preservation.	The Pemberton Community Centre has a community kitchen but unfortunately its size is not conducive for processing. If future Village owned community kitchens are planned, access and ample space should be taken into consideration. The Village may wish to support the Sea to Sky Community Service's relocation and aspirations to create a larger community food hub/centre in Pemberton.
<i>Strategy 2, Action 7</i>	Improve understanding of those needing but not able to access food programs, the barriers they face, and the amount and type of food needed.	The Village can help support this action by educating themselves on the findings of this report and considering transportation challenges, privacy & safety issues when making land use decisions/accessing development opportunities that could house a food bank/food program.
<i>Strategy 4, Action 11</i>	Encourage a 'take-home' culture in eating	This action could be supported by

¹ The Village of Pemberton is not exclusively tasked with any actions, relevant actions are assigned to "Local Governments".

	establishments, where taking leftover food home in (sustainable) to-go containers is cool and encouraged.	messaging/supporting a 'take-home' culture after any meetings or events organized by the Village or in Village facilities where excess food may be available.
Strategy 4, Action 13	Secure food waste that cannot be donated to Food Distribution Organizations to feed farm animals and/or pets.	This item is best actioned by the SLRD who is responsible for solid waste and resource management for the Village.
Strategy 5, Action 20	Fund or hire someone to coordinate and monitor implementation of the Food Recovery Strategy and Action Plan.	This item has been assigned to LGs and the SLRD. This could be considered during budget deliberations where feasible.
Strategy 5, Action 22	Advocate that the provincial Clean BC program and grants include food recovery as a methane reduction strategy.	In conjunction with the SLRD and member municipalities, joint correspondence could be sent from a Sea to Sky collaboration of local governments and community food organizations in support of this recommended action.
Strategy 5, Action 25 & 27	Include food security and recovery in community policies and plans (e.g., GHG plans, OCPs), and ensure they are implemented. Update relevant policies to include recovery of surplus food where possible.	As per Council's recent direction regarding a revised Regional Context Statement, the OCP Policy Planner will include food recovery content in both the OCP and the Community Climate Action Plan and any other relevant policies.

COMMUNICATIONS

The only requirement for communication is to inform the community of the Plan. It is recommended that the Village share news of their support for this regional initiative on its social media channels and post a link to the Plan on the Village's website.

LEGAL CONSIDERATIONS

No legal considerations.

IMPACT ON BUDGET & STAFFING

The Village is now represented by the OCP Policy Planner on the *Food Recovery Task Force*, the *Regional Food Project Task Force* and the *SLRD Solid Waste and Resource Management*

Plan – Plan Monitoring Advisory Committee. Participation in these regional initiatives is accommodated as part of the day-to-day budget/work plan of the Development Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Office of the CAO supports sharing the Sea to Sky Food Recovery Strategy and Action Plan via the Village’s social media channels, eNews and on the Village’s website.

Interdepartmental Approval by:	Nikki Gilmore, Chief Administrative Officer
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IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative aligns with the SLRD Solid Waste and Resource Management Plan’s goal of zero-waste. While this project was originally couched as a means of poverty reduction, the end result essentially has a dual mission of environmental protection and hunger relief. Maximizing food recovery also supports the Village’s, neighbouring jurisdictions, and the Regional District’s efforts toward climate action as food left to decompose in landfills produces methane, a harmful greenhouse gas.

ALTERNATIVE OPTIONS

No alternative options identified.

RECOMMENDATIONS

THAT Council receives the Sea to Sky Food Recovery Strategy and Action Plan report.

THAT the Village of Pemberton continues to support the Village’s participation in regional collaboration around food waste reduction and zero waste.

THAT Council direct Staff to include relevant information and actions from the Sea to Sky Food Recovery Strategy and Action Plan in relevant policy work such as the Official Community Plan and the Community Climate Action Plan.

ATTACHMENT:

Appendix A: Sea to Sky Food Recovery Strategy and Action Plan

Prepared by:	Lisa Pedrini, OCP Policy Planner
Manager Approval By:	Scott McRae, Manager, Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Sea to Sky Food Recovery

STRATEGY AND ACTION PLAN

September 2021

WCS engagement
+ planning



Acknowledgements

Thank you to the Sea to Sky Food Recovery Strategy and Action Plan Task Force members who provided their knowledge, expertise and time in development of this Plan:

- Andrew Tucker, RMOW
- Anita Auer, Crystal Lodge
- Bruce Stewart, Nesters Grocery Store
- Carol Coffey, Squamish Helping Hands Society
- Fran Hopkins, Southern Stl'at'l'imx Health Society
- Gizem Kaya, Whistler Community Services Society
- Jeff Wint, District of Squamish
- Kerren Bottay, Restaurant Association of Whistler
- Krystel ten Brink, Squamish Food Policy Council
- Leif Fossum, Save on Foods Squamish
- Lisa Pedrini, Village of Pemberton
- Lorelee Seitz, Pemberton Food Bank
- Marie-Lou Leblanc, Squamish Lillooet Regional District
- Maureen Mackell, Squamish Helping Hands Society
- Phillip Clarke, School District 48
- Shannon Didier, Lil'wat Nation
- Simone McIsaac, Pemberton Farmers' Institute



Introduction

Project Overview

The Sea to Sky Food Recovery Assessment and Plan project was undertaken to understand how to better maximize the recovery and distribution of surplus food, and to minimize food waste in the Sea to Sky region. In order to achieve these objectives, the assessment and planning process focused on:

- understanding the type, volume, and sources of surplus food in the region;
- understanding current needs and food distribution models;
- compiling a set of food recovery and distribution best practices; and
- identifying actions for how to improve food recovery and redistribution in the Sea to Sky that:
 - support the reduction of poverty
 - increase access to food
 - reduce food waste
 - increase capacity of organizations to recover and redistribute food.

A task force comprised of individuals from food distribution organizations (FDOs), local government, and food industry (hotels, restaurants, and grocers) representatives was created and engaged in the research and action planning.

The project was carried out by WCS Engagement + Planning on behalf of the Resort Municipality of Whistler. Funding was provided by the Union of BC Municipalities Poverty Reduction Program. While this project was delivered as a mechanism for poverty reduction, we recognize that the strategies and actions identified will help to improve access to food and to reduce food waste, which will help reduce the costs of accessing food. However, deeper, more systemic changes – such as living wages, more affordable housing, and health/dental care – are needed to reduce poverty at a community level.

Context and Rationale

Food waste and access to food are regional issues affecting all communities in the Sea to Sky Corridor. Whistler Community Services Society, Squamish Helping Hands Society, Lil'wat Nation, Southern Stl'at'imx Health Society, and Sea to Sky Community Services all currently run food banks and food programs in the Sea to Sky Corridor to serve clients who face food access challenges.

The majority of recoverable food is generated in Whistler (through grocers, restaurants and hotels), but a significant amount is also generated by Squamish and Pemberton grocers and restaurants, as well as by Pemberton farmers. While regional grocers, restaurants and hotels do provide food to the food banks/programs, a significant amount of food waste still exists. (e.g., estimated to be about 30% of Whistler's waste stream).

At the same time, the demand for food bank services has been increasing as the cost of food and living increases, and the COVID-19 pandemic has exacerbated this situation further.

Remote communities in the Sea to Sky Corridor face unique challenges when it comes to the delivery of and access to food programs and fresh nutritious food.

The need for food programs in Indigenous communities north and east of Pemberton is greater than those further south, but there are no food banks in those communities which means that those people needing greater access to food must leave their communities to access the food banks in Whistler and Pemberton. In 2020, somewhat in response to the COVID-19 pandemic, the Pemberton Food Bank increased their programs, and Lil'wat Nation set up a temporary food bank).

This project is a result of the need identified by the Squamish-Lillooet Regional Food Project Task Force to improve food recovery and distribution efforts in the Sea to Sky, as well as to address the region's zero waste goals and the policy imperatives identified in the respective OCPs and waste management/zero waste plans.

To learn more about food waste and recovery within the Canadian context, visit Second Harvest and review their comprehensive research report called [The Avoidable Crisis of Food Waste](#).

Definitions and abbreviations

- Food waste: excess edible or inedible food that is not sellable and needs to be managed (recovered, landfilled, composted, etc.).
 - Edible food waste (avoidable): Food waste that can be consumed as is or prepared for consumption.
 - Inedible food waste (unavoidable): Food that is not consumable by humans because it has spoiled or is unusable (e.g. bones, cut-offs, peels, etc.).
- Recovered/recoverable food: Edible food that is/can be kept out of the waste stream and donated to FDOs.
- Dedicated food donations: Food that is allocated/intended for donation at the time of purchase.
- Donated food: All food provided to FDOs, whether dedicated for donation or recovered for donation.
- HRI: Hotels, restaurants and institutions
- FDO: Food distribution organizations (see below for details)

WHAT ARE FOOD DISTRIBUTION ORGANIZATIONS (FDOS)?

Source: BCCDC Industry Food Donation Guidelines, March 2019

The most widely known FDOs are food banks, but there are a range of organizations and programs that use donated food to feed hungry people, support healthier eating, build community capacity, educate, and train people, or help maintain cultural eating practices.

1. **Community kitchens** are facilities in which food is collectively prepared and consumed. They include educational, community building, and/or food provision aspects. Food may be consumed on site or taken home to be consumed at a later date.
2. **Food banks** and smaller food pantries provide food at no cost to clients. Food banks perform a number of functions including receiving, holding, storing, packaging, repackaging and distributing food to be consumed off the premises, but do not generally process or serve food.
3. **Low-cost retail outlets** provide food for pick-up by members, either at a reduced charge or at cost. Foods unsuitable for sale by wholesalers or retailers may be allowable for sale at these premises. Foods must be appropriately packaged and stored for use in a retail setting.
4. **Meal programs** (e.g., soup kitchens) fit the definition of a food service establishment or food premise; they prepare and serve food to clients on-site.
5. **Social enterprises** with a mission to provide food include culinary training schools, non-profit restaurants, and low-cost retail outlets. Foods given to social enterprises may be used in teaching kitchens or sold through a catering or grocery non-profit business.

Regional Profile

Study Area

The study area for this project is primarily the Sea to Sky Region, from the District of Squamish to the Southern Stl'atl'imx communities located in Area B and Area C of the Squamish-Lillooet Regional District (SLRD).

The SLRD is situated within the traditional territories of the Squamish, Stl'atl'imx and Líl'wat Nations and is also home to several Indigenous communities. Some Indigenous communities from the Xa'xtsa, Samahquam and Skatin fall outside the Sea to Sky and SLRD region but were considered to some extent in the study as they access health/food services in the SLRD.

Population and Demographic Context

Note: The SLRD Census Division data is used to represent the Sea to Sky region. Findings are often broken out for individual Sea to Sky municipalities, but not always for other settlement areas such as Indigenous communities.

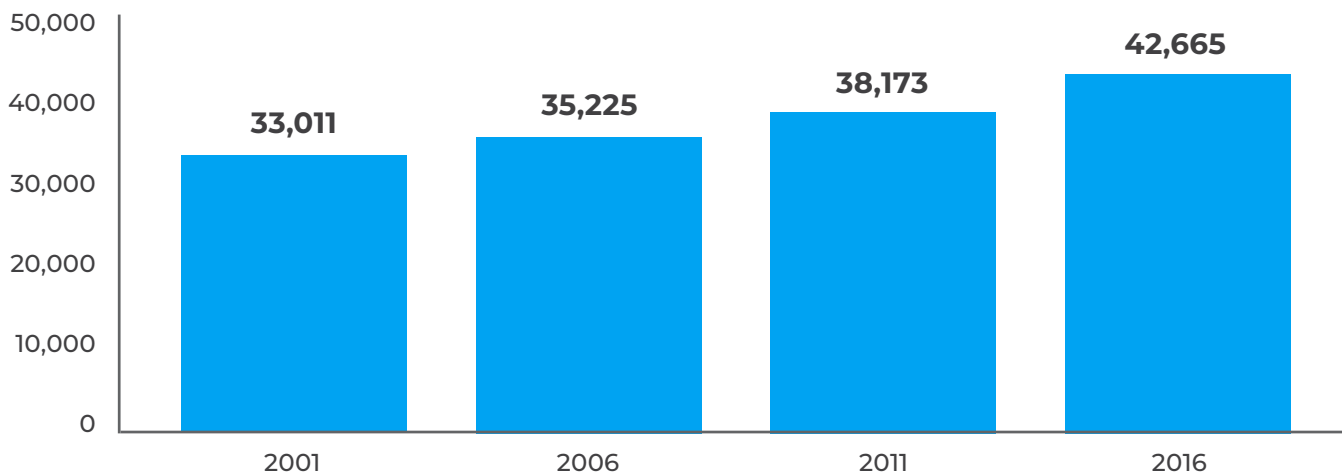
Population

The total population of the SLRD was 42,665 in 2016 and is spread across many communities although most (90%) live in one of these five settlement areas: Squamish (19,500), Whistler (11,900), Pemberton (2,600), Lillooet (2,300), Líl'wat Nation Reserves (1,600).

The 2016 SLRD population of 42,665 represents an 11% increase from 2011 and a 21% increase from 2006 (Figure 1). Since 2001, the rate of growth per year was approximately 2% per year. Based on the average rate of growth of 2%, the population of the SLRD in 2020 is approximately 46,200.

Figure 1 Source: 2016 Census

Total Population



Based on a medium growth scenario, the population of the SLRD is expected to grow to 56,864 by 2036; representing an average annual growth rate of 1.5%.¹

¹ SLRD RGS Growth Projections

Households and Income

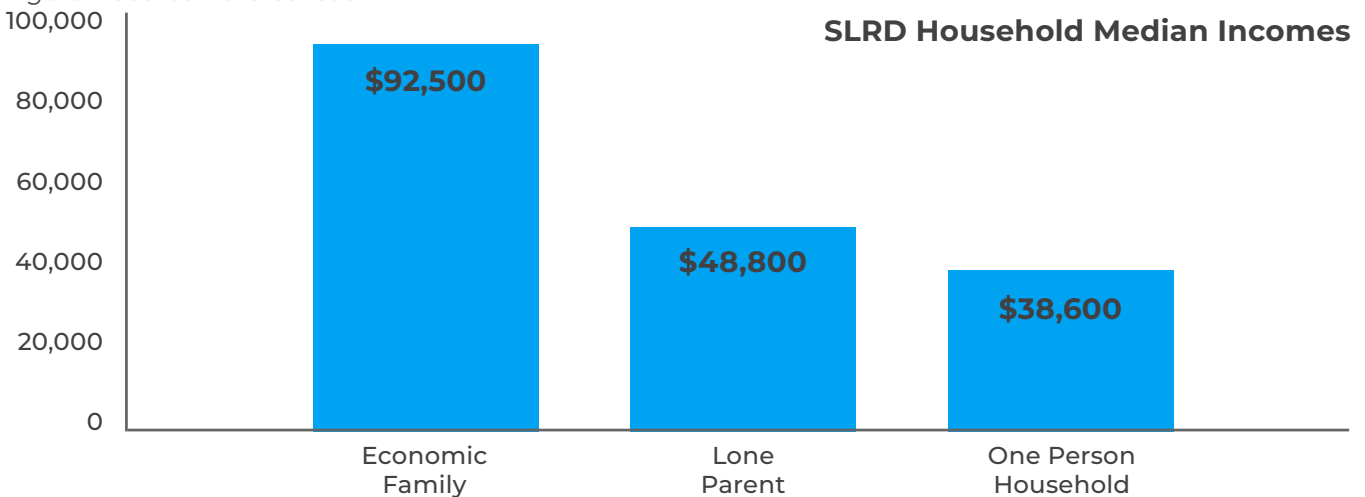
The SLRD population of 42,655 is spread across 16,415 households (related or unrelated) with an average household size of 2.5, slightly higher than the provincial average of 2.4.

- There are about 6,500 families with children, and about one quarter or 1,500 of those are lone parent families.
- Of households without children, there are 5,155 couple households, 4,020 one-person households and 1,215 households with more than one unrelated person living there. Those 1,215 households represent about 5,000 people living in shared quarters.
- Compared to the province as whole, the SLRD has a higher percentage of households with two or more unrelated people (non-couples) living together and a slightly lower percentage of one-person households and lone-parent families.

There are 11,430 economic families² in the SLRD with about 5,000 couple families with children and another 5,000 without. The median income for this group is \$92,500 as shown in Figure 2.

- Lone parent families (of which there are 1,400) have a median income of \$48,800.
- One-person household median income is \$38,600.

Figure 2 Source: 2016 Census



Income distribution at the household level can be measured by a figure called the Gini coefficient,³ where the higher the number is on a scale (0.0-1.0), the higher the inequality (Table 1). Data is not available for the SLRD as a whole. Both Pemberton and Squamish have a slightly less equal income distribution in 2015 than the provincial average, but more equal than Lillooet and Whistler.

Table 1 Gini Coefficient Source: 2016, Census, and censusmapper.com

Squamish	Whistler	Pemberton	Lillooet	BC
0.32	0.43	0.32	0.37	0.31 ⁴

² Economic family refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law union, adoption or a foster relationship. A couple may be of opposite or same sex.

³ Census Mapper calculates the Gini using after-tax household income. Full methodology available at <https://censusmapper.ca/maps/840#10/50.2213/-122.6067>.

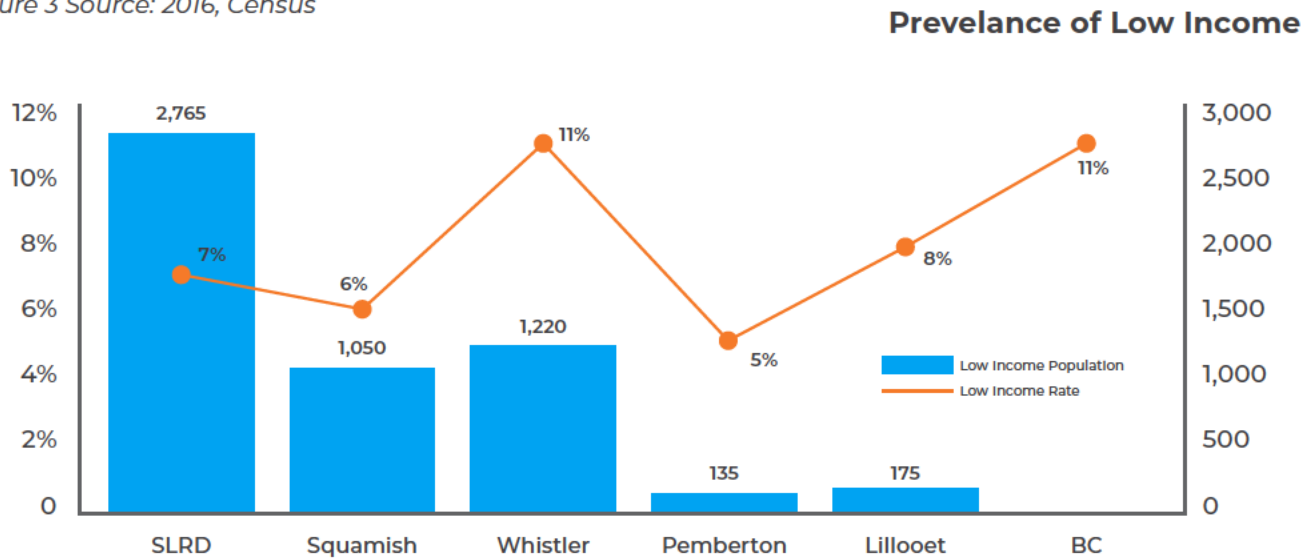
⁴ Statistics Canada. Table 11-10-0134-01 Gini coefficients of adjusted market, total and after-tax income

Low income

During the last Census in 2016, Low Income Cut Off⁵ measure was used as one way to understand the prevalence of low income in communities. Across the SLRD, 7% of the population or 2,765 people are living with low incomes, Figure 3. In comparison, the provincial rate is 11%.

- The proportion and number of people living in low-income situations within municipalities in the region is highest in Whistler at 11% of the population or 1,220 people.
- Pemberton has the lowest proportion and number of people living in low-income situation at 5% and 135 respectively.
- Data is not reported by Statistics Canada for Indigenous communities.

Figure 3 Source: 2016, Census



- The rate of children under 17 living in low-income situations is relatively consistent across the SLRD settlement communities and SLRD as a whole at about 5-6%, though it is somewhat higher in Lillooet at 8%. The provincial rate is 12% by comparison.
- The rate of seniors living in low-income situations is lower than that of children, and at 2-3% of the population, though 4% in Pemberton. The provincial rate is 17% by comparison.

Other Income data

Where reported,⁶ the average incomes of Indigenous members are lower compared to the average income of the overall SLRD or SLRD settlement areas.

- Average incomes of those persons 15 years of age and above who are Squamish Nation members are about 30% lower than the average income of in BC residents broadly, and SLRD residents more specifically. Average incomes of those persons 15 years of age and above who are Lil'wat Nation members are about 50% lower than the average income of BC residents broadly, and SLRD residents more specifically.

⁵ <https://www150.statcan.gc.ca/n1/pub/75f0011x/2012001/notes/low-faible-eng.htm>

⁶ Some Indigenous community low population numbers prevent Statistics Canada or INAC from reporting on incomes for privacy reasons.

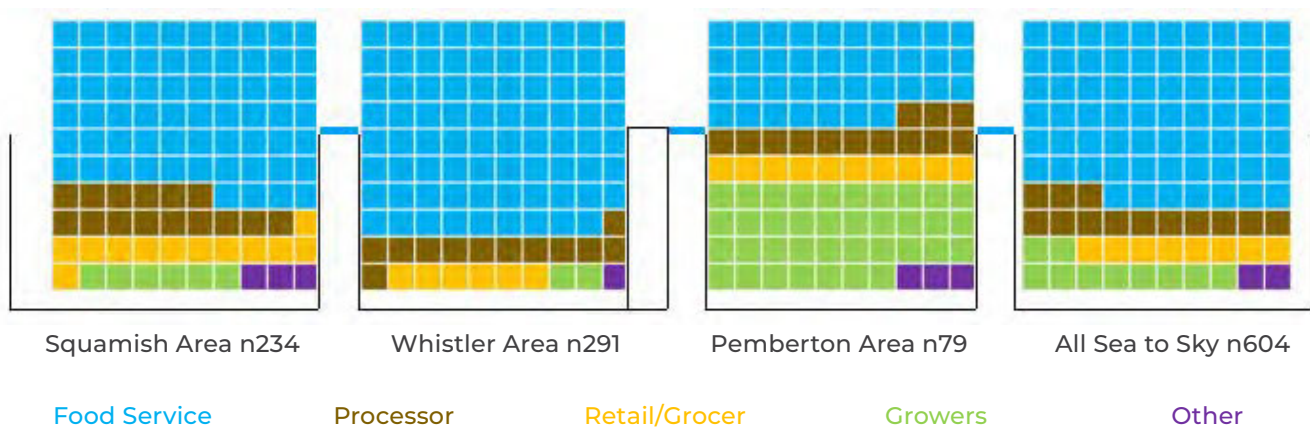
Food Industry Profile

The food industry includes all the organizations involved with food in the Sea to Sky region. This includes every organization from farm to fork to disposal, such as farms, grocers, restaurants, food programs, and waste collectors/managers.

Number of Organizations by Type and Location

Food service organizations such as hotels, restaurants and mobile carts make up the largest group of food organizations in the Sea to Sky. Across communities, Whistler has the highest concentration of food services organizations, Squamish has the highest concentration of retailers and Pemberton has a higher concentration of producers/growers (Figure 4). Given these unique characteristics, each community may have a slightly different approach to food recovery.

Figure 4 Distribution of food organizations by type by community



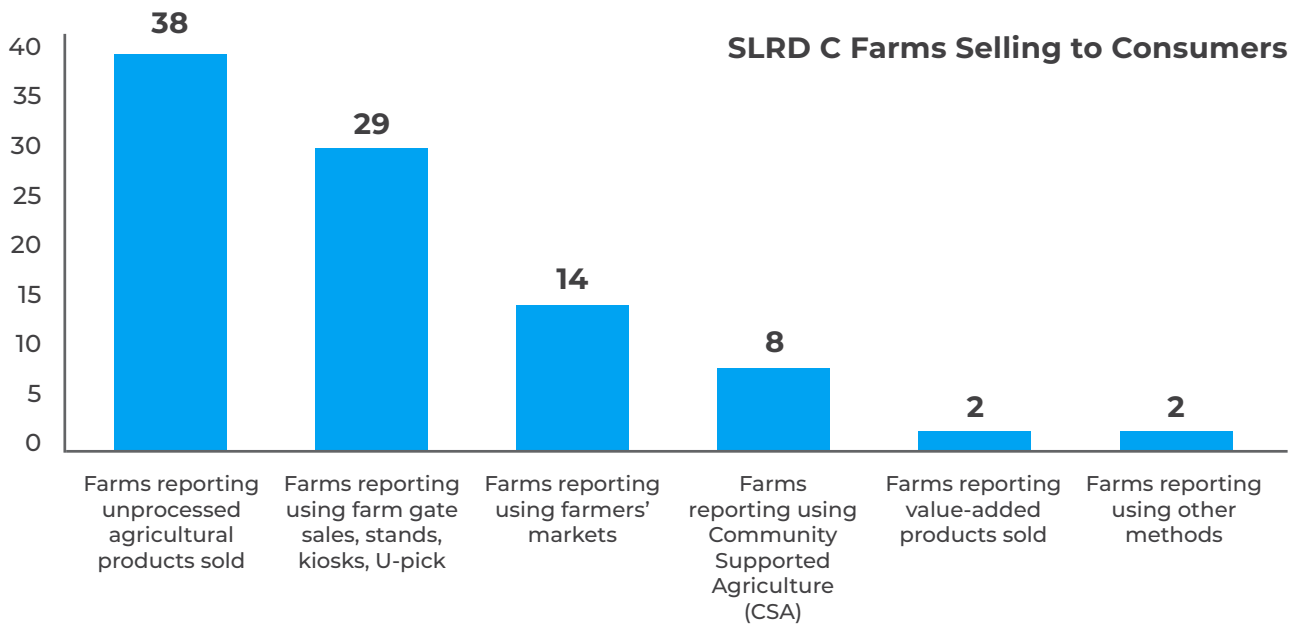
PRODUCERS/GROWERS

There are 138 farms within the SLRD, and 94 of those are in the SLRD Electoral Area C (Pemberton Valley, Mt. Currie, D'Arcy). Electoral Area D reporting in the Census of Agriculture was discontinued in 2016, due to the low number of farms.

The Sea to Sky region is well known for potato farming. In fact, potato farming is the dominant farm type in the area based on farm sales reported in the 2016 Census of Agriculture. However, hay is the most dominant crop when considering the amount of land used for farming. After raising horses and growing hay, the next most prominent category of farming includes 'other vegetable (except potato) and melon farming.' This category includes a large variety of vegetables.

- In total, 38 farms report selling unprocessed agricultural goods to consumers (Figure 5). Of those, the following channels were reported: 29 of them report using farm gate sales, stands, kiosks, or U-pick.
- A total of 14 farms report using farmers' markets; and eight provide a Community Supported Agriculture food delivery option.

Figure 5 Source: 2016, Census of Agriculture



RESTAURANT/GROCER FOOD SERVICES

Whistler and Squamish are the locations with the largest number of food premises and entities according to the Vancouver Coastal Health food premises database (Table 2). Premises are locations in which food is processed or served or sold for take-out, and multiple premises could be owned/managed by one entity. The number of entities is estimated by grouping premises under common phone numbers. In some cases, the entity may have multiple phone numbers and therefore the result in the table is an estimate.

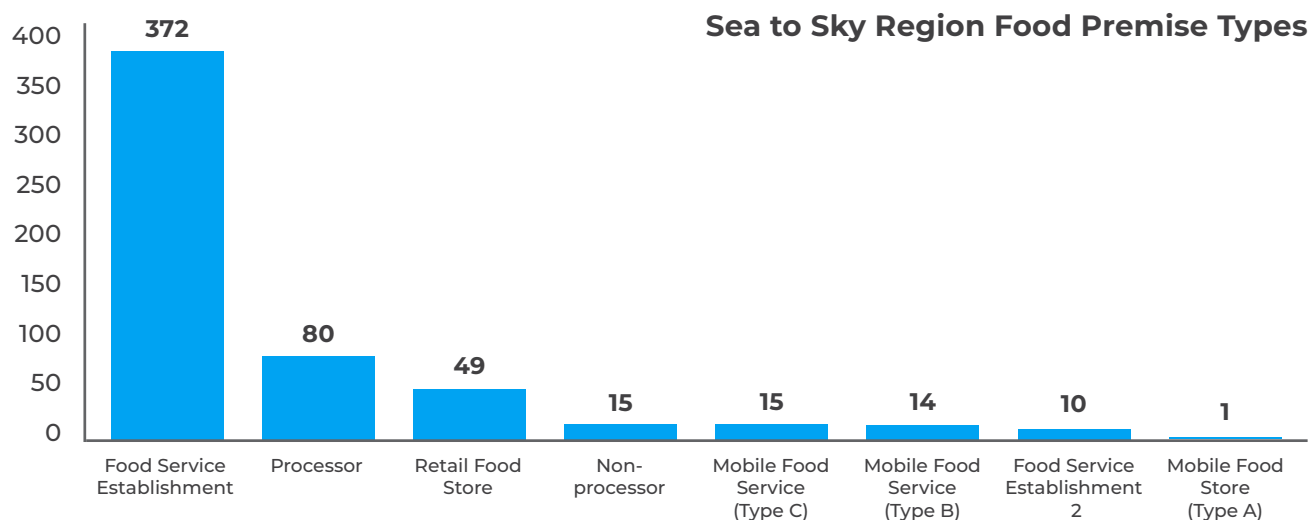
Table 2 Source: Vancouver Coastal Healthspace Data

Sea to Sky Community	No. of Premises	No. of Entities
Whistler	286	220
Squamish	179	136
Pemberton	43	34
Brackendale	20	11
Garibaldi Highlands	17	14
Britannia Beach	5	5
Mount Currie	4	3
D'Arcy	2	2

Food premises are categorized by the following types: Food Service Establishment 1, Food Establishment 2, Retail Food Store, Mobile Food Vendor and Processors. Figure 6

- By far most premises are Food Service Establishment 1, which includes a premise in which lower risk food is processed, served, or dispensed to the public and intended for immediate consumption (Food Establishment 2 is the same but in an institutional setting). A restaurant, or possibly a portion of a store that serves fresh food are included in this category.
- Processors and Retail Food Stores are the next most frequent premise types. Processors include premises such as a cidery, brewery or even an area in a grocer. Retail Food Stores might include premises that do not prepare foods, but instead sell prepackaged or raw foods such as a grocer or section of a gas station.
- Mobile Food Vendors are considered self-contained food operations that can move from place to place.

Figure 6 Source: Vancouver Coastal Healthspace Data



FOOD PROGRAMS

Whistler Community Services Society (WCSS), Squamish Helping Hands Society, and Sea to Sky Community Services (SSCS) all currently run food banks and food programs in the Sea to Sky Corridor serving those in need and those living in poverty. Sea to Sky Community Services (SSCS) supports the food bank and other programs in Pemberton as well as the temporary food bank set up to service demands during COVID-19 in Mt. Currie.

First Nation governments generally do not operate permanent food banks/programs, but do support other food programming such as hot lunches and garden growing programs. There are also temporary or pilot food programs operating in the region such as the traditional foods harvesting and preserving program supported by SSCS and run by the Southern St’at’imx Health Society.

Many of the organizations involved operate multiple food programs. For example, WCSS not only operates a food bank, but also a school lunch program, a community fridge to grab a small snack and go, as well as food skills and nutrition training. There are a total of 16 food programs (Table 3).

Table 3 Source: Vancouver Coastal Health and Food Program Websites

Type	No. of Programs
Free or subsidized grocery items (food banks and other distribution models)	5
Kitchens & other food programs	11

Meeting the need for food services can be challenging for FDOs because what is donated or recovered doesn't always match what clients need or what is required for balanced, nutritious meals. Supplementing donations with food purchases to provide more balanced meals adds a significant cost for all food program organizations (Table 4). Challenges for FDOs also include limited resources and infrastructure to collect, store, process and redistribute recovered food.

Table 4 Annual FDO Food Spending

	2021	2020	2019	2018	Food Typically Purchases
Squamish	\$70,000	\$45,000	\$10,000	\$27,000	Non-perishables
Whistler	-	*\$151,000	\$32,000	\$15,000	Perishables and non-perishables
Pemberton	-	\$70,000	-	-	

*April 2020 – March 2021

WASTE HAULERS/MANAGERS

Waste management is under the purview of the local and regional governments in the Sea to Sky Corridor. The main hauler for the area with municipal contracts is currently GFL Environmental Inc. The primary food waste composting company is Sea to Sky Soils in Pemberton.

Food Waste Available for Recovery

Edible food waste from grocers, restaurants and hotels is provided to food banks and programs, yet a significant amount is still sent to composters, farms or the landfill each year. Estimates suggest that there is between 6,000 and 9,400 tonnes of edible food waste generated in the Sea to Sky Corridor each year with between 165 tonnes and 530 tonnes being recovered for redistribution (Table 5, Table 6), suggesting that there is a significant opportunity to recover edible food.

Table 5 Sea to Sky edible food recovery opportunities and impacts (annual)⁷

Edible Food Recovery Potential (tonnes)	Estimated Current Recovery (tonnes)	Additional Potential for Recovery (tonnes)	Food Waste Costs ⁸	CO2e Total ⁹ (tonnes)
High estimate: 9,400	530	8,800	\$42.9 M	62,700 ¹⁰
Low estimate: 6,000	165 ¹¹	5,835	\$26.9 M	21,500 ¹²

⁷ High estimate extrapolated from national data based on Sea to Sky population (with visitors). Low estimate extrapolated primarily from Squamish and Whistler waste composition studies.

⁸ Landfill/compost fees and wasted food costs.

⁹ Includes lifecycle CO2 from the entire food chain

¹⁰ Based on the entire food chain avoidable/edible food waste

¹¹ All donated food (recovered or purchased specifically for donation)

¹² Retail and post retail edible food waste considered only

Table 6 Estimated Sea to Sky food program collection/donation in kg, by community

Community	Estimated Annual Totals	Monthly	Weekly
Squamish 2019	125,000 kg	10,400 kg	2,400 kg
Whistler 2016-2018	19,200 kg	1,600 kg	370 kg
Pemberton/Lil'wat estimate (4,500 pop.)	18,000 kg ¹³	1,500 kg	350 kg
Other Indigenous (450 pop.)	1,800 kg	150 kg	35 kg
Totals	164,800 kg (165 tonnes)	13,750 kg	3,170 kg

Although most of the edible food waste is generated in Whistler (Table 7), a significant amount is also generated by Squamish and Pemberton grocers and restaurants, and likely some from Pemberton farms. Better recovery and redistribution to food banks and food program providers throughout the region is necessary to service the demands for food and to reduce the spending by food banks on food purchases.

Table 7: Sea to Sky opportunities for food recovery rounded to the nearest 5.

Area	Population	Edible Food Recovery Potential (tonnes)	Estimated Current Recovery (tonnes)	Potential for Local Recovery (tonnes)
Pemberton	2,600	245-380	18-21	225-360
Whistler	33,450 (includes visitors)	3,130-4,880	19-275	3,110-4,605
Squamish	19,500	1,825-2,845	125-160	1,700-2,685
Other SLRD ¹⁴	8,665	810-1,265	2-70	810-1,195
S2S Total	64,215	6,175-9,400	165-530	6,010-8,800

Table 8 highlights the best opportunities for recovery given the mix of food industry types within the region, the amount of edible food available and the relative ease of recovering and collecting it.

Table 8: Opportunity for food recovery: green represents the highest opportunity, yellow represents moderate opportunity and red represents the lowest opportunity. HRI= Hotel, restaurants, and institutions

	Production/ Grow	Processing Manufacture	Distributions	Retail/ Grocer	Households	HRI	Food Programs
Number of Entities	Up to 51 orgs. 38 sellers 8 community gardens	24 food processing orgs.	Very few	49 locations	16,500, dispersed	372 HRI locations	16 food programs
Potential Tonnes ¹⁵	Unclear	Unclear	Unclear	1,540-2,400	2,790-4,350	1,685-2,620	10

¹³ Based on the per capita amounts from Whistler (pop. est. 15,000) and Squamish (pop. 19,512)

¹⁴ All other communities in the SLRD, not listed in the table. E.g. Lillooet, D'Arcy etc.

¹⁵ High estimate extrapolated from national data based on Sea to Sky population (with visitors). Low estimate extrapolated primarily from Squamish and Whistler waste composition studies.

Strategies and Actions

This section presents the high-level strategies needed to address the biggest opportunities/needs for food recovery, redistribution, and waste diversion, and then for each strategy, specific actions are recommended. The rationale for each strategy is described to provide context.

A review of strengths and gaps in the Sea to Sky and assessed against best practices in food recovery was undertaken, and is included in Appendix A.

STRATEGY 1: Secure additional recovered food donations to meet food bank/program needs.

The three food banks in the Sea to Sky corridor all purchase food to better meet client needs for the amount, types and quality of food required. Meeting food needs by increasing food donations is the focus of the actions below.

Recommended Actions	Lead
1. Create more frequent/flexible pick-up systems/schedules from food donors to distribute food as quickly as possible before it perishes. Nesters and the Whistler Food Bank have just created a new schedule/system that is working better.	FDOs
2. Establish storage/warehouse capacity with dry and cold storage space , considering these options in descending order of preference: <ol style="list-style-type: none"> Secure a portable facility for each food distribution organization that can be moved on and off site as needed (cost is about \$25-\$30,000; Whistler Food Bank has been in touch with a provider and is already aiming to purchase). Establish facility in the region that is shared among FDOs and/or operated by a third party Pool resources with local business that have access to storage/refrigeration, i.e., grocery stores, restaurants, hotels (though recognizing this option is temporary and has significant limitations) 	FDOs
3. Work with large food suppliers to have them: <ol style="list-style-type: none"> Donate food that is delivered to but is not usable by restaurants and hotels; Offer special pricing to local FDOs; and Donate non-recovered food. Sub-quality product and wrong orders (which don't happen often but are large quantities) are typically taken back down to the Lower Mainland; it would be ideal if this food could be directed to local food programs rather than being transported back.	FDOs with Food Banks BC

4.	<p>Increase/improve access to certified commercial kitchen space (i.e., community commissary) in each community that is large enough to accommodate food donation processing/preservation.</p> <p>The first step might be to explore existing underused commercial kitchen space to determine whether processing needs can be met through existing facilities. The second step might be to conduct a feasibility study to explore the need for and viability of establishing commercial kitchen capacity for fast preserving/processing of perishable food into more storable options.</p> <p>Consideration should be given to centralized or decentralized locations, organizational structure (a new agency or coordination between FDOs), access by farmers for processing and production, etc.). Sea to Sky Community Services is currently exploring a community food hub/centre, including a community kitchen, in Pemberton, which could be accessed by Lil'wat Nation members as well.</p>	LGs, SLRD
5.	<p>Continue to help HRIs understand the BCCDC Food Donation Guidelines (including Food Donor Protection Act) to ensure all recoverable food is captured and donated.</p> <p>While the opportunity for food recovery from HRI is not expected to be very significant since most of the food waste has been 'guest facing' and therefore cannot be donated, they may be some food that can be recovered. To maximize donations from HRI, it is important to keep the information about dates and food types as simple as possible; the FDOs can check/confirm dates upon receipt.</p>	FDOs

STRATEGY 2:

Remove barriers to accessing food programs.

After closing the gap in the supply of food to service the existing demand from existing clients, this next strategy is about ensuring that everyone who might need food programs is accessing them. Understanding who these individuals in our communities might be, and what the barriers are for them to access the food banks is the first step. Barriers might include transportation challenges, discomfort accessing the services, and hours of operation that do not align with personal schedules.

Recommended Actions	Lead
6. Regularly engage food bank/program clients to update understanding of the challenges/barriers they face to accessing food and the amounts and types of food they need.	FDOs
7. Improve understanding of those needing but not able to access food programs , the barriers they face, and the amount and type of food needed.	LGs
8. Explore low-cost/by-donation food programs to enable access to affordable food by more community members. Must be by donation since donated food cannot be sold. See Quest model from Lower Mainland.	FDO
9. Provide home deliveries where possible to those clients with access challenges. Pemberton, Squamish and Whistler all do this for those who request delivery. Lil'wat has been unable to provide deliveries due to the high number of households requesting delivery.	FDOs

STRATEGY 3:

Work with remote communities on food recovery and redistribution as desired/requested.

Remote communities in the Sea to Sky Corridor face unique challenges when it comes to the delivery of and access to food programs and fresh nutritious food. Direct engagement and collaboration to understand community-specific challenges and identify solutions was not part of the scope of this Sea to Sky Food Recovery Project and will be needed.

Recommended Actions		Lead
10.	Work with remote communities to identify food security challenges and potential food recovery and redistribution programs/locations as needed and as they define them.	Lil'wat and/or Pemberton Food Bank

STRATEGY 4:

Reduce and divert food waste that cannot be donated to food banks/programs.

Maximizing the recovery and redistribution of edible food that can be donated to FDOs is the primary focus of this strategy and action plan. Beyond this, there is food that cannot be donated to FDOs either because it has been 'guest facing' and 'plated' or because it has passed the expiry date allowed for redistribution by FDOs.

Recommended Actions		Lead
11.	Encourage a 'take-home' culture in HRI establishments, where taking leftover food home in (sustainable) to-go containers is cool and encouraged. Once food has been 'guest facing' on plates/tables, it cannot be donated, and this makes up most of the food waste from HRI. At minimum, 'take it home' messaging could be added as a zero waste tip in community newsletters. Messaging and training about portion size could also be considered.	LGs, HRI
12.	Upcycle produce destined for the bin to make sellable products (e.g., soups, smoothies, juice, etc.). Whistler Zero Waste Action Plan action (reworded). Nesters Whistler does this.	Grocers
13.	Secure food waste that cannot be donated to FDOs to feed farm animals and/or pets. Clippings/ cuttings (e.g., ends of sausages, stalks, etc.) that food banks cannot use currently go to waste and could be used to feed animals.	LGs, Farms

STRATEGY 5:

Build overall capacity related to food waste and recovery.

This strategy and the actions below help to support the other strategies and actions above by growing regional capacity – whether that capacity is in the form of knowledge, systems, funding or other – as articulated by the actions below.

Recommended Actions		Lead
EDUCATION/TRAINING		
14.	Provide or enhance learning offerings through community kitchen programs so people can learn how to use/cook and preserve (e.g., salting, canning, fermenting, etc.). recovered/surplus food.	FDOs
15.	Create work and training programs that align with both the needs of people facing barriers and the FDOs' need for staff. This can link back to funding opportunities (e.g., Employment and Social Development Canada programs) to offset operational costs of FDOs.	FDO
16.	Create learning opportunities at S2S schools about food security, food waste, and surplus food.	SD48
TOOLS/SYSTEMS		
17.	Adopt and consistently track a standardized set of metrics/indicators and units for quantifying recovered food donations, (e.g., weight, volume, dollars, number of clients, households, etc.). SHHS and WCSS already use this.	FDOs
FUNDING		
18.	Pay or donate a fee-for-service amount to local FDOs to help each community achieve zero waste goals. FDOs are providing a waste management service but are not paid to do so.	Grocers, large suppliers, HRIs
19.	Advocate for sustainable ongoing operational funds.	FDOs
20.	Fund or hire someone to coordinate and monitor implementation of the Food Recovery Strategy & Action Plan. This could be done by hiring a regional coordinator, or by existing staff, or a non-profit organization playing the coordinating role.	LGs, SLRD

OTHER		
21.	Find more office space for FDO staff to work (e.g., administrative tasks).	FDOs
22.	Advocate that the provincial Clean BC program and grants include food recovery as a methane reduction strategy.	LGs, UBCM
23.	Include food waste/recovery as part of the next component of the Good Food Program to be adopted by Sea to Sky institutions.	Squamish CAN
24.	Develop and deliver a “Love Food, Hate Waste” campaign with resort partners that educates about food waste and recognizes/celebrates major food donors. This is a fee-based national campaign (with supportive marketing materials) that is already being implemented by the RMOW and SLRD.	RMOW, Whistler Zero Waste Action Plan action.
25.	Include food security and recovery in community policies and plans (e.g., GHG plans, OCPs), and ensure they are implemented.	LGs
26.	Create events showcasing how to minimize food waste, e.g., a cooking challenge using food scraps.	RMOW, Whistler Zero Waste Action Plan action.
27.	Update relevant policies to include recovery of surplus food where possible.	All





Appendix A:

Strengths and gaps in the Sea to Sky, and leading practices

This document is a summary of strengths and gaps in the Sea to Sky, and a compilation of best practices, which provided a 'cheat sheet' to inform action planning. It includes the relative scale of the recovery potential for each food industry type, the strengths and challenges related to regional food recovery, as well as food recovery best practices pulled from a number of source documents that are listed at the end. Each best practice in the table is coded A, B, C, etc. according to the document from which it was sourced, and endnotes are used to provide more information about some of them.

RECOVERABLE FOOD POTENTIAL BY SOURCE IN THE SEA TO SKY

The table below summarizes the potential for food recovery, where green represents the highest potential, yellow = moderate potential, and red = the lowest potential. For more detail, including a breakdown by community, please see the Food Recovery Engagement and Research document provided as a separate document.

	Production/ Grow	Processing Manufacture	Transport/Distribution	Retail/Grocer	Hotels, restaurants and institutions (HRI)	Food Distribution Organizations (FDO)
Number of entities	Up to 51 orgs. 38 Sellers 8 Community Gardens	24 food processing orgs.	Very few	49 locations	372 HRI locations	16 Food programs
Potential tonnes ¹	Unclear	Unclear/Limited	Unclear/Limited	2,400	2,600	10

S2S STRENGTHS AND CHALLENGES/GAPS, AND GENERAL BEST PRACTICES

S2S Strengths (green) + Challenges/Gaps (red)	Best Practices	Organization Types:*									
		Gen	LG	F	P	R	HRI	T	FDO		
1. Monitoring and assessment											
<i>Track levels and sources of food waste and (re-)assess potential to increase food recovery.</i>											
<p>S2S FDOs don't typically distinguish between dedicated food donations and recovered food waste when measuring food received; some don't measure at all. And while the FDOs have indicated that they generally can meet the demand for food, there hasn't been any assessment of unmet demand, or additional needs by those who cannot easily access the FDO services.</p> <p>Most grocers/retailers track unsellable food as 'shrink' but this is confidential information; the amount of 'shrink' that is recovered and donated is not tracked as carefully (sometimes not at all and sometimes just as an estimate based on the number of boxes of food).</p> <p>Most HRI do not track the amount of food thrown out.</p> <p>No regional organization in the S2S to monitor, assess, and address food waste/recovery.</p>	Track donations using a variety of identification codes in case of recalls. ⁱⁱ (A)			✓	✓	✓	✓			✓	
	Measure recovered food and assess potential to increase both. (D)			✓	✓	✓	✓				
	Measure success beyond "kilograms collected" (e.g. people served, events, volunteers, etc.). This information is crucial for grant applications. ⁱⁱⁱ (C) (D)										✓
	Support a coordinated system for individual business/organizational level tracking and assessment of recoverable/donated and received/redistributed food. (D)	✓									
Assess assets, gaps and further development of food rescue infrastructure. (D)	✓										

*Organization types: General, Local Government, Farms (moderate recovery potential), Processors (low recovery potential), Retail (high recovery potential), Hotels/Restaurants/Institutions (high recovery potential), Transport, Food Distribution Organizations (which are described at the end of the doc.) Colour coding follows the first table in the document and represents the size of the opportunity for food recovery in the S2S Corridor.

S2S Strengths (green) + Challenges/Gaps (red)		Best Practices	Organization Types:*										
			Gen	LG	F	P	R	HRI	T	FDO			
2. Planning, policy, regulations													
<i>Remove barriers, establish requirements, incentives and disincentives to improve recovery.</i>													
<p>Best before date or other food liability concerns from the food industry are barriers to donating food.</p> <p>There is a lack of enforcement preventing food waste in the garbage at the food operation so food is lost.</p> <p>Squamish Zero Waste Plan includes banning organics as an action item.</p> <p>Pemberton does not have a ban on organics/food scraps.</p> <p>Whistler has a ban on organics in the landfill, and tipping fees are higher than for unmixed waste. Industrial, commercial, institutional and large multi-family residential parcels must separately collect food scraps, organics, recyclables and landfill waste for disposal.</p>	Ban food and food scraps from the landfill (e.g. CRD, Metro Van ^{iv}). (A)	✓											
	Review and revise vendor agreements to enable donation of edible food. (D)	✓											
	When issuing RFPs, include need for respondents to include food recovery and redistribution strategies, and to measure and reduce the amount of food going to waste. (D)	✓											
	Review organizations date code/food donation policies to ensure that they do not prevent the donation of safe food. (D) (<i>Background: In BC, the Food Donor Encouragement Act FDO Guidelines are permissive – they allow for distribution, as long as the source is known, trusted, BB date is clearly displayed, and ingredients are known/accessible.</i> ^v (A))					✓	✓	✓					
	Create official protocols for serving systems (e.g. buffet process) to encourage donation of excess food. (D)								✓				
	Establish clear, robust rules surrounding the management of potentially donatable food by public health institutions, to address the current “when in doubt, throw it out” philosophy. (D)							✓	✓				
	Remove any clauses in crop insurance policies that prevent the donation of edible crops. (D)				✓								
3. Funding/Financial Resources													
<i>Grants, rebates, financial incentives to community orgs to enable food recovery</i>													
<p>Funding from Federal Government (Local Food Infrastructure Fund) - \$50M over 5 years. Provides access to expensive infrastructure, e.g., refrigeration.</p> <p>A \$10 million grant from the Province enabled Food Banks BC to provide 89 community food banks with walk-in coolers and freezers, refrigerated trucks and related infrastructure.</p> <p>Clean BC Program exists and could prove to be a mechanism for food recovery.</p> <p>Farmers and HRIs can receive a charitable tax receipt for donating food to FDOs that is sellable.</p>	Fund food recovery initiatives, including infrastructure, staffing, communication, etc., considering revenue from waste reduction or tipping fees. (C)	✓	✓										
	Collaboratively invest in and operate redistribution infrastructure and community food programs initiatives. (D)	✓	✓					✓			✓		
	Fund the development and commercialization of innovative solutions for transforming inedible FLW into edible foods and ingredients (e.g. soup stock). (D)	✓											
	Fund the start-up of social ventures that will in turn fund or deliver food programs for those in need. ^{vi} (B)		✓				✓	✓				✓	
	Fund non-profit organizations to run scheduled retrieval services, driving to farms and retail stores, picking up donated goods, and delivering to food banks. (F)		✓				✓						
	Offer a tax rebate (or other financial incentive) to farms, producers, retailers, and HRIs that donate food to FDOs (Milan, Italy offers a 20% reduction on their waste tax). (E)		✓										

S2S Strengths/Issues + Challenges/Gaps (red)	Best Practices	Organization Types:*	Gen	LG	F	P	R	HRI	T	FDO
<p>Many strong and established FDOs already exist in the region with successful programs.</p> <p>Lack of resources (human and financial) to monitor, assess and address food waste.</p> <p>United Way has provided funding for food security initiatives.</p>	<p>Share purchasing power. FDOs augment their food donations by purchasing additional food. A retailer or wholesaler might share their purchasing power with a partnering FDO in order to help reduce their costs. (A)</p>						✓	✓		✓
<p>3. Human Resources <i>Individuals and organizations have the capacity to recover and redistribute food.</i></p>										
<p>Staffing challenges for food banks, and the cost of labour and wages are not covered by grants or sales.</p> <p>Challenges coordinating and staffing pick-ups/deliveries between donors and FDOs.</p> <p>Very passionate and dedicated senior staff at HRI who go out of their way to collect and donate food.</p> <p>Strong collective knowledge and passion amongst FDOs in the region.</p>	<p>Engage employees in food recovery solutions and operations. (D)</p>					✓	✓	✓		
	<p>Designate someone to make decisions about food donations. This designated "donation liaison" leads the day to day activities involved with food donation. (A)</p>					✓	✓	✓		
	<p>Use food recovery and donation activities as team-building opportunities in organization since most FDOs rely heavily on volunteers. (A)</p>	✓	✓			✓	✓	✓	✓	
	<p>Establish additional food bank locations, which could lessen travel distances and make redistribution easier for many farmers and retailers. (F)</p>		✓							✓
	<p>Deliver lean^{vii} training to FDO staff and volunteers to optimize the use of resources. (D)</p>									✓
	<p>Encourage public participation in volunteer recovery and redistribution programs. (D)</p>	✓								

<p>4. Infrastructure <i>Including service facilities, storage, refrigeration, equipment, vehicles, etc.</i></p>										
<p>Cold chain issues; lack of refrigerated trucks.</p> <p>Insufficient on-site storage, loading bays and refrigeration, leading to spoilage at donor locations and FDOs.</p> <p>Squamish Food Hub expansion, but too early to tell if it will meet growing needs.</p> <p>A Pemberton Food Hub is being planned by Sea to Sky Community Services.</p>	<p>Share infrastructure. Many FDOs report needing more access to cold storage and transportation. Donating warehousing space, freezer or cold storage space, or arranging for transportation and delivery from your facilities could be very beneficial. (A)</p>					✓	✓	✓	✓	✓
	<p>Share packaging, supplies and services. Dishes, equipment, storage wares, and environmentally sensitive packaging might be needed by FDOs. (A)</p>			✓	✓	✓	✓	✓	✓	✓

<p>Whistler facilities currently meet the needs of the 80-100 clients per week. Pemberton space is limited; not enough space to store food (during COVID space has also forced reduction in staffing due to physical distancing requirements).</p> <p>Lil'wat facility (which is only temporary) has ample storage space, but human resource and transportation capacity is challenged (especially true during COVID).</p> <p>Remote communities (mainly Indigenous ones) have access challenges and very little storage capacity for food redistribution.</p> <p>HRI may have existing infrastructure (e.g. storage, vehicles, kitchens) that can support gaps/needs.</p> <p>Food can be missorted and spoils each other. Mobility/transportation barriers exist for some FDO clients.</p> <p>Pemberton has a commercial community kitchen at the Community Centre, but space is limited and challenging for FDOs/processors to have to move equipment and food in and out for other community users. Lil'wat has a commercial kitchen, but it is very busy most of the time. Squamish is currently working on a strategy to inventory commercial kitchens and determine when they are not in use and could be accessed by small food businesses/processors.</p>	Encourage and support the development of new business models by waste management haulers, who might expand their services to support food recovery efforts (D).		✓						✓		
	Ensure adequate refrigeration at FDOs, which enables them to provide customers with a choice of products, similar to shopping at a supermarket (vs. receiving a box of pre-selected food). This is identified as one of the top needs in the Sea to Sky.										✓
	Establish commercial community kitchen that enable food processing by FDOs, farmers and other community organizations.	✓	✓								✓
<p>6. Food redistribution/ access programs <i>How the food is managed and distributed by FDOs to those in need.</i></p>											
<p>Some St'at'imx communities are very remote and travel is sometimes challenging or not possible at all. Lower St'at'imx Health Society distributes food for remote Lower St'at'imc communities.</p> <p>Need for better collaboration between new food programs and existing programs.</p>	Provide ongoing support to regional working groups focused on recovery and redistribution.		✓								
	Support implementation of foundational redistribution system, with guidance on modifying to suit local conditions. (D) ^{viii}		✓								
	Grow or manufacture food specifically for donation. Farmers may "grow a row," and manufacturers may do a special product run specifically intended for an FDO. In-demand products ^{ix} should be the focus. (A)				✓						

<p>Well managed and resourced food programs exist in S2S and are generally meeting existing requests for food.</p> <p>Sea to Sky farms are donating more food than in the past and these foods are in high demand. COVID has strengthened local food networks that can aid future food recovery.</p> <p>Squamish food program facility expansions provides food in a market-like setting.</p> <p>Food industry operations are generally very supportive of donations and recovering food.</p> <p>Responsive to new/emerging food needs (e.g. Li'wat Food Bank set up quickly in response to COVID).</p> <p>Strong FDO anecdotal understanding on what their needs are and how they can best meet those needs.</p>	Provide free left-over or unsold lunch menus from restaurant on weekdays to people experiencing homelessness. ^x (B)						✓		
	Build a more formal, long-term relationship with FDO(s), which will help to clarify expectations for both organizations. A memorandum of understanding (MOU) ^{xi} can be a helpful tool to capture important information such as contacts, hours of business, expectations, etc. (A)			✓	✓	✓	✓		
	Build relationships with those receiving the food, and listen to their ideas about how it should be delivered in way that most allows recipients choice and dignity.								✓
	Establish formal collaborative agreements between multi-regional food redistribution and community food programs. (D)								✓
	Improve strategic and operational collaboration between food rescue and community food programs at all levels (federal down to local). (D)	✓	✓						
	Sell products from wholesale/retail, industry, catering, agriculture etc. that can't be sold are near or past their 'expiration' date at lower prices in social markets. ^{xii} Could be done through a smartphone app. (B)			✓	✓	✓	✓		
	Although food banks cannot sell food, they can set up a social enterprise with retail where they sell items and raise funds for food banks.								
Establish 'gleaning' programs with farms, where FDOs are given permission to access farm fields post-harvest and recover food that would otherwise be wasted.			✓					✓	
Establish or expand food programs for school-aged children.								✓	
<p>7. Education, communications</p> <p><i>Increase food recovery stakeholder awareness and capacity related to food recovery.</i></p>									
<p>Uncertainty amongst retail and HRI donors about the ability to use prepared foods at food banks.</p> <p>Uncertainty about what raw foods the food banks need e.g. too much bread and sweets, additional composting costs for the food banks if not needed.</p> <p>There has been significant education in Whistler in the commercial sector, including a Solutions Guide and workshops for reducing food waste.</p>	Shift the language of 'food waste' to 'surplus food' or 'forgotten food' to educate that the surplus food is not garbage; it is edible and nutritious. (C) (D)	✓	✓						
	Create a 'take-home' culture within restaurants where (sustainable) to-go containers are cool and encouraged. (E)		✓				✓		
	Publish best practice date coding policies to inform processors. (D)	✓	✓						
	Publish a comprehensive donor resource to encourage donations and reduce organizational time dedicated to the effort, including: the benefits, facts/figures, health regulations, date labelling meaning, the BC Food rescue timetable. ^{xiii} (D)	✓		✓	✓	✓	✓		✓
	Educate about ways to transform food waste into edible foods and ingredients (and extending the shelf-life). (D)			✓	✓	✓	✓		✓

<p>Strong existing community groups to support education and communications efforts.</p> <p>Global groundswell/movement taking place that S2S can learn from.</p>	Recognize businesses working with FDOs as a way to encourage others to do the same. (E)		✓							✓
	Provide health inspectors with the training and tools to more explicitly integrate food donation issues into their work (health authority).	✓								
	Offer value-added services like community meals, film screenings, workshops (how to grow, prepare, and reduce food surplus), and community kitchen events to preserve fruits and vegetables, to benefit all community stakeholders, and increase awareness and support (MacKenzie & Park, 2015). (C)									✓
	Establish standardized communication system and processes for donors and redistributors (e.g. website, checklist, set times for pick up, etc.). (D)					✓	✓			✓
	Encourage organizations to engage their employees in recovery and redistribution initiatives, within the organization or as individual volunteers. (D) ^{xiv}			✓	✓	✓	✓	✓		
<p>8. Advocacy (to other levels of government)</p> <p><i>Secure the needed support and/or legislation from the provincial and/or federal governments</i></p>										
<p>Food recovery is not currently part of Clean BC program (nor federal programs) as a strategy to address climate change.</p>	Advocate for policies that promote a reasonable living wage and mitigate food insecurity. ^{xv} (C)	✓								
	Lobby for supportive donor and liability (e.g. Good Samaritan Act) legislation. ^{xvi} (C+D)	✓								
	Advocate for improved strategic oversight of food rescue and community food programs at all levels (federal down to local). (D)	✓								
	Advocate for the requirement that schools educate students on food sustainability and rescue.	✓								
	Dates									
	Advocate for the adoption of new national enforceable date code formats (e.g. Julian codes) that enable and expand food recovery and donations. (D, Technical Report)	✓								
	Advocate for the establishment of industry standard on date code protocols regarding food donations. (D)	✓								
	Advocate that government work with industry to eliminate date codes from being abused for competitive advantage. (D)	✓								
	Advocate for the establishment of clear guidelines and legal framework for allowing mislabelled food products that do not represent a food safety hazard to be donated. (D)	✓								
Food loss and waste (FLW)										

	Advocate for the establishment of a national ban to prevent FLW going to landfill with firm timelines for its implementation. (D)	✓							
	Advocate for the establishment of collaborative FLW agreement with industry members in conjunction with voluntary FLW reduction agreement with government. (D)	✓							

What are Food Distribution Organizations (FDOs)?

Source: BCCDC Industry Food Donation Guidelines, March 2019

The most widely known FDOs are food banks, but there are a range of organizations and programs that use donated food to feed hungry people, support healthier eating, build community capacity, educate and train people, or help maintain cultural eating practices.

- 1. Community kitchens** are programs in which food is collectively prepared and consumed. They include educational, community building, and/or food provision aspects. Food may be consumed on site or taken home to be consumed at a later date.
- 2. Food banks** & smaller food pantries provide food at no cost to clients. Food banks perform a number of functions including receiving, holding, storing, packaging, repackaging and distributing food to be consumed off the premises, but do not generally process or serve food.
- 3. Low cost retail outlets** provide food for pick-up by members, either at a reduced charge or at cost. Foods unsuitable for sale by wholesalers or retailers may be allowable for sale at these premises. Foods must be appropriately packaged and stored for use in a retail setting.
- 4. Meal programs** (e.g., soup kitchens) fit the definition of a food service establishment or food premise; they prepare and serve food to clients on-site.
- 5. Social enterprises** include culinary training schools, non-profit restaurants, and low-cost retail outlets. Foods given to social enterprises may be used in teaching kitchens or sold through a catering or grocery non-profit business.

Sources for best practices

- A. BCCDC Food Donations Guidelines: <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/Food%20Donation%20Guidelines%20Complete.pdf>
- B. Best Practices to prevent food waste in Europe: <http://www.reducefoodwaste.eu/best-practices-to-prevent-food-waste.html>
- C. Harvesting Potential from Forgotten Food – Best Practices, Found and Dalhousie University: <http://foundns.com/wp-content/uploads/2017/10/Food-Rescue-Best-Practices-2017.pdf>
- D. Page 25-27: <https://secondharvest.ca/wp-content/uploads/2019/01/Avoidable-Crisis-of-Food-Waste-The-Roadmap-by-Second-Harvest-and-VCMI.pdf>
- E. Circular Cities Roadmaps 2020 (Banff, Calgary, Edmonton, Lethbridge, Strathcona) <https://recycle.ab.ca/circular-cities/>
- F. FAO. 2011. Global food losses and food waste – Extent, causes and prevention. Rome. <http://www.fao.org/3/mb060e/mb060e00.pdf>

Endnotes:

ⁱ Estimates based of national averages and the Sea to Sky population (with visitors) estimate of 64,215 people. Rounded.

ⁱⁱ Keep track of the following: • Donation date • Name of the recipient FDO • Name of the item • Unit of measure for the item (e.g., cartons or kg) • Quantity donated • BBD (Best Before Date) • Production dates, UPC codes, lot codes, or specific batch numbers • Wholesale unit cost for the item • COGS or cost of goods sold (multiply the unit cost of the item by the number of units) Optional: • Weight of food donations (kg) • No. of meals by portion donated.

ⁱⁱⁱ Though many organizations effectively measure the weight of the food they have rescued, this number does not account for poor growing seasons, differences in food weights, food packaging, and the nutritional value of one food versus another. Shift your key performance indicators to numbers of harvest events, community partners and volunteers. In this way, you are measuring the social value of building community, reducing waste, increasing awareness, and increasing access to food, rather than simply how much food you have collected (Miroso, Mainvil, Horne & Mangan-Walker, 2016). Food-Rescue-Best-Practices-2017.pdf

^{iv} Starting in 2015, organics (e.g., food or food scraps) are banned from Metro Vancouver garbage. Healthy edible food can be donated. Waste or scraps should be collected for compost or biofuel.

^v In BC, the Food Donor Encouragement Act protects corporations and their directors, agents, and employees from liability when donating food or distributing donated food.⁷ As long as the food was not rotten or unfit for consumption, and the food was not donated or distributed with reckless disregard for safety, this Act provides protection from liability. <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/Food%20Donation%20Guidelines%20Complete.pdf>

^{vi} Kitchens use fresh, non-compliant vegetables (misfits) from organic farmers, which cannot be sold on the market. The food is served in refillable jars at events or delivered by bike to the offices in Vienna.

^{vii} Lean practices optimize resources (human, financial, and other) and are guided by tenets of continuous improvement and respect for people.

^{viii} Support the implementation of food recovery distribution models based on local community needs, existing assets, and existing organizations.

^{ix} In-demand items in BC are included in Appendix 1: <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/Food%20Donation%20Guidelines%20Complete.pdf>

^x Employees of the Social Services Centre pick up the left-over or unsold lunch menus directly from the canteens and transport them to the Centre of emergency assistance for those in extreme social situations where the homeless can get a good hot meal which would have otherwise been thrown away. <http://www.reducefoodwaste.eu/best-practices-to-prevent-food-waste.html>

^{xi} MOU templates are available on the BCCDC website.

^{xii} All those social markets are charitable organisations or non-profit companies with clear regulations on prices, food hygiene and access authorisations. All goods are donated for free from retail and industry. <http://www.reducefoodwaste.eu/best-practices-to-prevent-food-waste.html>

^{xiii} BCCDC Food Rescue Timetable: https://www.foodrescue.ca/docs/default-source/food-safety/best-before-timeline.pdf?sfvrsn=c7501331_22

^{xiv} When people understand the issues at hand, they are more likely to participate in solutions (know better, do better). Redistribution efforts can often take more time and effort than just composting or putting food in the garbage. Engaged staff will support stronger food recovery programs.

^{xv} Explore, understand, and then make explicit the connections between poverty, food waste, and food insecurity. Help to educate the local community and government to understand the social, health, and environmental impacts of our broken food system, and how your organization can help mitigate those impacts (Lipinski, Hanson, Loma, Kitinoja, Waite, & Searchinger, 2013).

^{xvi} Our research found that, in Canada especially, organizations encountered resistance to participation from potential retail and corporate donors because they were worried they were not protected from liability for selling “near-expired” food. Removing liability as a barrier would greatly enhance the ability of organizations to do their work. Food-Rescue-Best-Practices-2017.pdf

WCS engagement
+ planning



Date: Tuesday, October 19, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Council Procedure Amendment (Electronic Meetings) Bylaw No. 909, 2021 – First, Second, and Third Readings

PURPOSE

The purpose of this report is to present to Council Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Electronic Meetings) Bylaw No. 909, 2021, for First, Second, and Third Readings.

BACKGROUND

At Regular Council Meeting No. 1546, held on Tuesday, October 5, 2021, Council considered proposed amendments to Council Procedure Bylaw No. 788, 2015, removing restrictions on electronic participation in Council and Committee meetings and adding permission for fully electronic meetings, and passed the following resolutions:

Moved/Seconded

THAT Staff be directed to present an amendment to Council Procedure Bylaw No. 788, 2015, for First, Second, and Third Readings, at the October 19th, 2021 meeting of Council.

CARRIED

Moved/Seconded

THAT a Special Council Meeting is held on Thursday, October 21st at 9:00 a.m. to consider adoption of the amending bylaws.

CARRIED

Moved/Seconded

THAT Council direct Staff to proceed with advertising the proposed Council Procedure Amendment Bylaw as required under section 94 of the Community Charter.

CARRIED

DISCUSSION & COMMENTS

The proposed amendments to Council Procedure Bylaw No. 788, 2015 were advertised pursuant to the *Community Charter* section 94.

This report presents Council Procedure Amendment Bylaw No. 909, 2021, including the changes approved by Council at the October 5th meeting of Council, for First, Second and Third Readings.

The bylaw is attached as **Appendix A** and a consolidated version of the bylaw showing the proposed changes in red is available at pemberton.ca.

The proposed amendments remove existing limits to electronic attendance at Council and Committee meetings and add provision for fully electronic meetings when the Mayor or Acting Mayor deem it advisable, or in the case of a health or environmental emergency.

As required by *Bill 10, Municipal Affairs Statutes Amendments Act*, the amendment bylaw specifies the requirement for advance notice of electronic meetings, which will be provided on the agenda cover sheet that will be posted on Village notice boards and on the Village website at least 24 hours in advance of the meeting.

Also required under the new legislation is the provision of a place for the public to attend to hear, or watch and hear, an electronic meeting. Similarly, the public in attendance at an in-person meeting must be provided with facilities to hear, or watch and hear, participants attending the meeting remotely through electronic means. These two requirements have been included in section 10 of the proposed bylaw.

The proposed bylaw amendment is intended to provide options if a member is not able to attend a meeting in person due to various circumstances (i.e.: travel restrictions, snowstorm, family matters), or if an in-person meeting is not advisable as determined by the Mayor or Acting Mayor or necessitated by an emergency situation. As per the resolution adopted by Council at Regular Council Meeting No. 1545, held on Tuesday, September 21, 2021, Staff will bring back the amended Council Procedure Bylaw No. 788, 2015, for review six months after adoption of the amendment, to provide an opportunity for Council to discuss if the bylaw accomplishes the objectives and to make any desired changes to it.

As there is a need to have in place the new provisions to accommodate Council meetings going forward Staff at the October 5th meeting Staff proposed the holding of a Special Meeting on Thursday, October 21st at 9AM to give Fourth and Final Reading to the Bylaw. In this regard, Council supported this direction and passed the resolution noted above. As such, a Special Meeting has been arranged and is scheduled for the date and time noted.

COMMUNICATIONS

Pursuant to section 94 of the *Community Charter*, notice to the public was provided in the local newspapers on October 7th and October 14th, 2021 and was posted on the Village Website and on Village notice boards.

LEGAL CONSIDERATIONS

The proposed amendment bylaw has been drafted pursuant to the authority granted by *Bill 10, Municipal Affairs Statutes Amendments Act*.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours related to the proposed bylaw amendment.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council Procedure Bylaw No. 788, 2015, Amendment (Electronic Meetings) Bylaw No. 909, 2021, receive First, Second, and Third Readings.

ATTACHMENTS:

Appendix A: Village of Pemberton Council Procedure Bylaw No., 788, 2015, Amendment Bylaw No. 909, 2021

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

VILLAGE OF PEMBERTON
COUNCIL PROCEDURE
AMENDMENT BYLAW No. 909, 2021

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

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

PART 1: CITATION

- 1.1. This bylaw may be cited for all purposes as Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Electronic Meetings) Bylaw No. 909, 2021.

PART 2: APPLICATION

- 2.1. Village of Pemberton Council Procedure Bylaw No. 788, 2015, be amended as follows:

- a) **Section 3 Definitions** is amended by adding the following:

“**Electronic Meeting**” means a meeting where all attendees participate electronically.

- b) **Section 10 Electronic Participation at Meetings** is struck out and the following is inserted in its place:

10. Electronic Meeting Formats

- a) **Electronic Meetings**

- i) Subject to Sections 128 to 128.2 of the *Community Charter*, regular council meetings, special council meetings and council committee meetings may be conducted by means of electronic or other communication facilities, if:

- a. the Mayor, or in the absence of the Mayor, the Acting Mayor, determines it is advisable; or
b. based on an emergency, or health, safety, environmental or urgent Village business.

- ii) Advance notice of a meeting to be conducted pursuant to section 10 a) (i) will be provided advising that the meeting will be conducted by means of electronic or other communication facilities, as follows:
 - a. notice of the meeting will be provided, pursuant to the *Community Charter*; and at least 24 hours in advance of an electronic regular council meeting and in the notice required under Section 127(2) of the *Community Charter* in the case of an electronic special Council meeting;
 - b. the agenda cover sheet will include that the meeting is being held electronically; and
 - c. details will be included on the agenda cover sheet and on the Village's website with instructions to participate electronically or by telephone, and the location for the public to attend to watch and hear the meeting.
- iii) For regular council meetings and special council meetings, the public may attend to watch and hear any part of the meeting that is open to the public at Council Chambers and with a municipal Officer in attendance.

b) Electronic Participation at Meetings

- i) Provided that all conditions set out in section 128.3 of the *Community Charter* are met, a member of council or of a council committee, who is unable to attend at any council or committee meeting, as applicable, may participate in the meeting by means of electronic or other communications facilities.
 - ii) Where a meeting is held under this section the facilities must enable the public to hear, or see and hear, the participation of the member or members participating electronically unless the meeting is closed pursuant to section 90 of the *Community Charter*.
- b) Members of Council who are participating in a meeting under this section are deemed to be present at the meeting;
- c) Subsection 35 (f) is amended by removing reference to 890 (9) of the *Local Government Act* (Public Hearings) and replacing it with reference to section 477 (6) or 480, as applicable.

NOTICE OF INTENTION TO AMEND Council Procedure Bylaw No. 788, 2015
PUBLISHED IN THE Pique Newsmagazine October 7th, 2021, and October 14th, 2021.

READ A FIRST TIME this 19th day of October 2021.

READ A SECOND TIME this 19th day of October 2021.

READ A THIRD TIME this 19th day of October 2021.

RECONSIDERED AND FINALLY ADOPTED this _____ day of _____ 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, October 19, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Electronic Meetings Amendments to Board of Variance and Advisory Planning Commission Bylaws - First, Second, and Third Readings

PURPOSE

The purpose of this report is to present to Council Board of Variance Bylaw No. 893, 2021, Amendment Bylaw No. 910, 2021 and Advisory Planning Commission Bylaw No. 626, 2009, Amendment Bylaw No. 911, 2021, for First, Second, and Third Readings.

BACKGROUND

Bill 10, Municipal Affairs Statutes Amendments Act, applies to meetings of Council and Council Committees, but does not apply to meetings of commissions or independent boards such as advisory planning commissions and the board of variance. Similarly, meetings of these organizations are not regulated under Council Procedures Bylaw No. 788, 2015. As Council expressed a wish to permit electronic meetings for these groups, provision for electronic meetings and electronic participation at in-person meetings must be added to the bylaws regulating these meetings. As such, at Regular Council Meeting No. 1546, held on Tuesday, October 5th, Council passed the following resolution:

Moved/Seconded

THAT Staff be directed to present amendments to Board of Variance Bylaw No. 893, 2021, and Advisory Planning Commission Bylaw No. 626, 2009, for First, Second, and Third Readings, at the October 19th, 2021 meeting of Council.

CARRIED

DISCUSSION & COMMENTS

This report presents the proposed amendments to Board of Variance Bylaw No. 893, 2021, and Advisory Planning Commission Bylaw No. 626, 2009, for First, Second, and Third Readings, adding permission for electronic attendance at in-person meetings and allowing fully electronic meetings. The amendments mirror those proposed for Council Procedures Bylaw No. 788, 2015, but without the legislated requirements regarding advance notice.

Board of Variance Amendment Bylaw No. 910, 2021

Board of Variance Bylaw No. 893, 2021, Amendment (Electronic Meetings) Bylaw No. 910, 2021 is attached as **Appendix A**. A consolidated version of the bylaw showing the proposed changes in red is available at pemberton.ca.

The amendment adds section 5.6, allowing meetings to be held through electronic means if deemed advisable by the Chair, or if necessitated by a health, safety, or environmental emergency or by urgent Village business, and section 5.7, giving board members permission to attend a board meeting by electronic means without restriction. Section 5.6 includes the requirement for public notice of an electronic meeting.

Advisory Planning Commission Amendment Bylaw No. 911, 2021

Advisory Planning Commission Amendment Bylaw No. 911, 2021 is attached as **Appendix B**. A consolidated version of the bylaw showing the proposed changes in red is available at pemberton.ca.

The amendment adds sections 5 (3) and 5 (4), allowing for unrestricted electronic participation at in-person meetings, and allowing meetings to be held by electronic format when deemed advisable by the Chair, or if necessitated by a health, safety, or environmental emergency or urgent Village business. Section 5 (3) includes the requirement for public notice of an electronic meeting.

Section 9 (2), which erroneously required public notice of an amendment to the bylaw, has been struck out. However, to ensure full transparency, this amendment was advertised in the Pique Newsmagazine on October 14th and notice was provided on Village notice boards and at pemberton.ca.

COMMUNICATIONS

There are no legislated requirements for public notice for amendments to Board of Variance or Advisory Planning Commission bylaws. However, notice of the proposed amendment to Advisory Planning Commission Bylaw No. 626, 2009, was published in Pique Newsmagazine on October 14th and posted on Village notice boards and at pemberton.ca.

If the amendment bylaws are adopted, Staff will post a consolidated version of each bylaw on the Village website to ensure that users are aware of the changes.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations for amendment to these bylaws.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or Staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

The bylaw amendments have been reviewed and supported by the Department of Development Services.

Interdepartmental Approval by:	Scott McRae, Manager of Development Services
--------------------------------	--

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One: THAT Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Electronic Meetings) Bylaw No. 910, 2021, receive First, Second, and Third Readings.

Recommendation Two: THAT Village of Pemberton Advisory Planning Commission Bylaw No. 626, Amendment (Electronic Meetings) Bylaw No. 911, 2021, receive First, Second, and Third Readings.

ATTACHMENTS:

Appendix A: Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Electronic Meetings) Bylaw No. 910, 2021

Appendix B: Village of Pemberton Advisory Planning Commission Bylaw No. 626, Amendment (Electronic Meetings) Bylaw No. 911, 2021

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

VILLAGE OF PEMBERTON
BYLAW No. 910, 2021

A bylaw to amend Village of Pemberton Board of Variance Bylaw No. 893, 2021

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

PART 1: CITATION

- 1.1 This bylaw may be cited for all purposes as the “Village of Pemberton Board of Variance Bylaw No. 893, 2021, Amendment (Electronic Meetings) Bylaw No. 910, 2021”.

PART 2: APPLICATION

- 2.1. Village of Pemberton Board of Variance Bylaw No. 893, 2021, is amended as follows:

- a) **PART 5 MEETINGS** is amended by:

- i. Adding a new section 5.6 as follows:

5.6. Electronic Meetings

- a) A *Board* meeting may be conducted by means of electronic or other communication facilities, if:
- i. the *Chair*, or in the absence of the *Chair*, the Acting Chair, determines it is advisable; or
 - ii. the electronic meeting format is necessitated by a health, safety, or environmental emergency or urgent *Village* business that prevents all members from attending in person.
- b) Advance notice of a meeting to be conducted pursuant to section 5.6 a) will be provided advising that the meeting will be conducted by means of electronic or other communication a facilities, as follows:
- i. the agenda cover sheet will include that the meeting is being held electronically; and

APPENDIX A

- ii. details will be included on the agenda cover sheet and on the Village's website with instructions to participate electronically or by telephone.

- ii. Adding a new section 5.7 as follows:

5.7. **Electronic Participation at Meetings**

- a) A member of the *Board* who is unable to attend at a board of variance meeting may participate in the meeting by means of electronic or other communications facilities.
- b) Members of the *Board* who are participating in a meeting under this section are deemed to be present at the meeting.

READ A FIRST TIME this 19th day of October 2021.

READ A SECOND TIME this 19th day of October 2021.

READ A THIRD TIME this 19th day of October 2021.

ADOPTED this ___ day of ___, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

VILLAGE OF PEMBERTON
BYLAW No. 911, 2021

**A bylaw to amend Village of Pemberton Advisory Planning Commissions Bylaw
No. 626, 2009**

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

PART 1: CITATION

- 1.1 This bylaw may be cited for all purposes as the “Village of Pemberton Advisory Planning Commissions Bylaw No. 626, 2009, Amendment (Electronic Meetings) Bylaw No. 911, 2021”.

PART 2: APPLICATION

- 2.1. Village of Pemberton Advisory Planning Commission Bylaw No. 626, 2009, is amended as follows:

a) **Section 5 Procedures for Governing Conduct** is amended by:

- i. adding a new subsection 5 (3) as follows and renumbering the subsequent sections accordingly:

(3) Electronic Meetings

a) A meeting of the Design Review APC or the Land Use APC may be conducted by means of electronic or other communication facilities, if:

- i. the Chair, or in the absence of the Chair, the Acting Chair, determines it is advisable; or
- ii. the electronic meeting format is necessitated by a health, safety, or environmental emergency or urgent Village business that prevents all members from attending in person.

b) Advance notice of a meeting to be conducted pursuant to section 5.6 a) will be provided advising that the meeting will be conducted by means of electronic or other communication a facilities, as follows:

- i. the agenda cover sheet will include that the meeting is being held electronically; and

APPENDIX B

- ii. details will be included on the agenda cover sheet and on the Village's website with instructions to participate electronically or by telephone; and
- ii. adding a new subsection 5 (4) as follows and renumbering subsequent sections accordingly:
 - (4) Electronic Participation at Meetings
 - a) A member of the Design Review APC or the Land Use APC who is unable to attend a Board of Variance meeting may participate in the meeting by means of electronic or other communications facilities.
 - b) Members of the Design Review APC or the Land Use APC who are participating in a meeting under this section are deemed to be present at the meeting.
- b) **Section 9 General** is amended by striking out subsection 9 (2).

READ A FIRST TIME this 19th day of October 2021.

READ A SECOND TIME this 19th day of October 2021.

READ A THIRD TIME this 19th day of October 2021.

ADOPTED this ____ day of ____, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, October 19, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Chris Derouin, Building Official
Subject: Village of Pemberton Building Bylaw No. 912, 2021

PURPOSE

The purpose of this report is present to Council Building Bylaw No. 912, 2021, for First, Second and Third Readings.

BACKGROUND

At Committee of the Whole Meeting No. 218, held on Tuesday, September 21st, the Village's Chief Building Official presented a report summarizing the changes encompassed in the draft building bylaw, noting that most are purely administrative. At that meeting, the Committee expressed concern regarding the following elements of the proposed bylaw:

- permit requirements for seasonal above-ground pools;
- regulation of tents;
- permit expiry dates; and
- construction-cost based fees.

These concerns are addressed below.

DISCUSSION & COMMENTS

Building Bylaw No. 912, 2021 is attached as **Appendix A**.

Permit requirements for seasonal above-ground pools

Wording has been added to section 21.3 to clarify that the requirement for signed and sealed design drawings and letters of assurance is at the discretion of the Building Official. Above ground frame pools from big box stores have structural engineering "baked in" to their design and further engineering would not be required. Drawings detailing setbacks from property lines and safety requirements with respect to fencing set out in section 7.30 of the Village of Pemberton Zoning Bylaw No. 832, 2018, and Part 21 of the Building Bylaw No. 912, 2021, are mandatory for all applicants. Additionally, geotechnical engineering may be required on hillside lots to ensure slope stability and the safety of adjacent properties.

Impact of residential pools on residents' annual utilities costs

Utility costs are set by Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 884, 2020. Schedule A of the bylaw stipulates an annual flat rate of \$108.47 for domestic swimming pools. Any change to this rate would need to be addressed through an amendment to Water Regulation, Connection, and Rates Bylaw No. 232, 1989. This

has been added to the Finance Department's workplan to bring forward in the Spring with the other annual bylaw amendments.

Regulation of tents

The proposed bylaw will regulate the erection of tents over 10m² (108ft²). Tents under the 10m² threshold that have been set up on residential properties must conform to the statutory rights-of-way, easements, and lot line setback requirements established by Section 7.1 of Village of Pemberton Zoning Bylaw No.832, 2018 and enforced by Village Bylaw officers, but will not be subject to building permit requirements.

Permit expiry dates

Language regarding the expiry of stale permits and applications was added to encourage owners to complete their projects in a timely manner once started. Approved building permits are valid for (2) two years. A provision has been made for projects that experience unavoidable delays. An owner may request an extension prior to the permit expiry date with payment of \$100.00 fee. However, if a permit is allowed to lapse, a new permit will be required before work may be resumed.

Construction-cost based fees

Building permit fees are based on construction value per square foot, such that larger buildings, which generally require more Staff time at permit application review, inspection, and occupancy phases, are assigned a higher value. The Building Official currently applies a rate of \$260 per square foot for floor areas within the structure for a typical single-family dwelling; \$75 per square foot of garage floor area; and \$65.00 per square foot of deck and carport floor area, based on the *Altus Group 2021 Cost Guide*. Owners may contest the Building Official's valuation of their project by providing documentation of actual costs at occupancy.

Valuation of commercial and industrial buildings is considered on a case-by-case basis.

Energy Step Code

The Committee supported the Chief Building Official's recommendation to proceed with industry consultation regarding the possibility of adding reference to the Energy Step Code for Part 3 buildings in the future, and this has been added to the workplan for Development Services.

Prohibition: Obstruction of entry

At the recommendation of Village legal counsel, section 6.8 has been revised and now reads as follows, with the new wording shown in red:

- 6.8** *A person must not interfere with or obstruct the entry of the Building Official or other authorized person of the Village onto any property in the administration of this Bylaw, **and for certainty a person must not interfere with or obstruct the Building Official or other authorized person of the Village from entering into a building to ascertain whether the requirements of this Bylaw are being met.***

COMMUNICATIONS

Once adopted, the new bylaw will be posted on the Village website. Significant changes will be communicated to builders through bulletins posted on the website and distributed to permit holders and applicants, as applicable.

LEGAL CONSIDERATIONS

The draft bylaw has received legal review and meets with the BC Building Code and relevant provincial legislation.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for considerations.

INTERDEPARTMENTAL IMPACT & APPROVAL

Administration of the new Building Bylaw as presented can be accommodated as part of the day-to-day operations of the Building Division of Development Services.

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

Recommendation One:

THAT Village of Pemberton Building Bylaw No. 912, 2021, receive First, Second, and Third Readings.

Recommendation Two:

THAT Village of Pemberton Building Bylaw No. 912, 2021 be considered for Fourth and Final Reading at the Special Council Meeting scheduled for Thursday, October 21, 2021 at 9:00 a.m.

ATTACHMENTS:

Appendix A: Village of Pemberton Building Bylaw No. 912, 2021

Prepared by:	Chris Derouin, Building Official
Manager Approval:	Scott McRae, Manager of Development and Building Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Village of Pemberton
Building Bylaw No. 912, 2021

Contents

PART 1: CITATION	4
PART 2: INTERPRETATION	4
PART 3: PURPOSE OF BYLAW	7
PART 4: SCOPE AND EXEMPTIONS	8
PART 5: PERMIT CONDITIONS	8
PART 6: PROHIBITIONS	8
PART 7: BUILDING OFFICIAL	9
PART 8: RESPONSIBILITIES OF THE OWNER	11
PART 9 OBLIGATIONS OF OWNER’S CONSTRUCTOR.....	13
PART 10 RESPONSIBILITIES OF THE REGISTERED PROFESSIONAL	13
PART 11: APPLICATIONS	15
PART 12: APPLICATIONS FOR COMPLEX BUILDINGS	15
PART 13: APPLICATIONS FOR STANDARD BUILDINGS	17
PART 14: APPLICATIONS FOR TENANT IMPROVEMENT PERMITS	20
PART 15: FARM BUILDINGS	21
PART 16: APPLICATIONS FOR TENTS	22
PART 17: FEES, CHARGES AND SECURITIES	23
PART 18: BUILDING PERMITS	25
PART 19: PLUMBING PERMITS	27
PART 20: RETAINING WALLS.....	29
PART 21: POOLS AND PONDS	29
PART 22: BUILDING RELOCATION.....	30
PART 23: SITE GRADING AND DRAINAGE	30
PART 24: RISK OF FLOOD, LANDSLIDES AND OTHER HAZARDS.....	31
PART 25: ALTERNATIVE SOLUTIONS.....	31
PART 26: INSPECTIONS	31
PART 27: OCCUPANCY REQUIREMENTS	34
PART 28: BC ENERGY STEP CODE REQUIREMENTS.....	35
PART 29: ELECTRIC VEHICLE CHARGING.....	36
PART 30: SITE SERVICES.....	36
PART 31: SURVEYOR’S OR SITE IMPROVEMENT CERTIFICATES.....	36
PART 32: NOTICES.....	37
PART 33: CLIMATIC DATA.....	37

PART 34: PENALTIES AND ENFORCEMENT 38
PART 35: REPEAL..... 38

VILLAGE OF PEMBERTON

BYLAW NO. 912, 2021

A bylaw to establish the regulation of the construction, alteration, repair, demolition or occupancy of buildings and structures.

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

PART 1: CITATION

- 1.1 This Bylaw may be cited for all purposes as the “Village of Pemberton Building Bylaw No. 912, 2021”

PART 2: INTERPRETATION

- 2.1. In this Bylaw, a reference to an *Act* refers to a statute of British Columbia and a reference to any statute, regulation or other enactment refers to that enactment as amended or replaced from time to time.

- 2.2. In this Bylaw, the following words and terms have the meanings set out in Division A Part 1 Section 1.4 of the *Building Code*:

accessible, alteration, alternative solution, building, building area, building height, business and personal services, constructor, coordinating registered professional, designer, dwelling unit, farm building, field review, firewall, foundation, grade, heritage building, major occupancy, mercantile, occupancy, registered professional, residential, secondary suite, and storey

- 2.2 The following words, terms, and phrases have the meanings assigned to them as follows:

Agent includes a firm, corporation, or other person representing the *owner*, by written designation or contract, and a hired tradesperson or *constructor* who may be granted a permit for work within the limitations of their licence.

Building Code means the most current *British Columbia Building Code* as adopted by the Minister pursuant to the *Building Act*

Building Official means the Chief Building Official for the Village or a person registered as a registered building official with the Building Officials Association of BC and any person designated to act in the place of that person.

Complex building means a *building* described in Division A Section 1.3.3.2 of the *Building Code*.

Construct includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

Chief Administrative Officer means the person appointed to this position for the Village and any person designated to act in the place of that person.

Cost of construction means the hard costs and soft costs, as described in Part 17 of this Bylaw, of all completed construction or work related to a building permit.

Do Not Occupy means a notice issued by the *Building Official* where the *building* or premises has not been given a permission to occupy by means of a valid permit or business licence,

Energy Step Code means the energy performance standards set out in Subsections 9.36. and 10.2 of the *Building Code*.

Fire Chief means the person appointed to this position for the *Village* and any person designated to act in the place of that person.

Fire Code means the most current British Columbia Fire Code as adopted by the Minister pursuant to the *Fire Services Act*, RSBC 1996.

Health and safety aspects of the work means design, construction, demolition, or *occupancy* as defined in Division A Section 2.2 of the *Building Code*.

Manager of Development Services means the person holding this position for the *Village* or any person designated to act in the place of that person.

Manager of Operations means the person holding this position for the *Village* or any person designated to act in the place of that person.

Manufactured home means a factory built *detached dwelling unit*, certified prior to a placement on the *lot* as having been built:

- (a) as a modular home in accordance with CSA A277 *building*; or
- (b) as a mobile home in accordance with CAN/CSA Z240 building regulations and registered in the BC Manufactured Home Registry, arriving at the *lot* ready for *occupancy* apart from incidental operations and connections into a *community sewer* and *community water system*.

National Farm Building Code means the most current *National Farm Building Code of Canada* as adopted for the *Building Code*.

Occupancy permit means an authorization by the *Building Official* for the *occupancy* of a *building*, *structure*, or other work specified in the permit.

Owner has the meaning set out in the Schedule to the *Community Charter* or an *agent* duly authorized by the *owner* in writing.

Owner Builder means an *owner* who is authorized by BC Housing to build a new home for personal use, and who is exempted from having to become licensed and arrange for third-party home warranty insurance on their home if they build or directly manage the construction of their new home themselves.

Plumbing Code means the most current *British Columbia Plumbing Code* as adopted by the Minister pursuant to the *Building Act*.

Plumbing Official means the person appointed to this position for the *Village* and any person designated to act in the place of that person.

Pool means a *structure* or constructed depression which is designed to contain water and has a depth, at any point, exceeding 0.6 m.

Pond means a manufactured or constructed body of water of any size, which is installed as a landscaping feature and is not intended for the purposes of swimming or bathing or human occupation.

Professional Design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*.

Provisional Occupancy means an *occupancy* approval that is subject to conditions to complete the full *occupancy* requirements and has a stated end date not to exceed 12 months.

Retaining wall means a *structure* constructed to hold back, stabilize, or support soil.

Solid fuel burning appliance means a device designed for burning solid fuel to produce heat for indoor spaces, or cooking, or aesthetic enjoyment, but does not include

- (a) a barbecue,
- (b) a chiminea,
- (c) an outdoor fireplace that is not used to heat indoor spaces, or
- (d) an outdoor oven.

Standard building means a *building* described in Division A Section 1.3.3.3 of the *Building Code*.

Stop Work means a notice issued by the *Building Official* or the *Chief Administrative Officer* to immediately suspend construction.

Structure means a construction or portion thereof of any kind, whether fixed to, supported by, or sunk into land or water, except the following:

- (a) landscaping;

- (b) fences;
- (c) paving;
- (d) *retaining walls* of 1.2 metres or less in height;
- (e) *tents* of less than 10m² in ground area that are not attached to a *building* and that are separated from other *structures* by more than 3 metres;
- (f) storage racking systems of 2.6 metres or less in height; and
- (g) decks of less than 0.6 metres in height or less than 10 m² in area without roofs.

Tent means a shelter of fabric or pliable material stretched and supported in any manner except by air or its contents.

Unsafe to Occupy means construction that has been deemed to be structurally unsafe by the *Building Official*.

Village means the Village of Pemberton.

Work Without Permit means construction that has been carried out without a valid permit or written authorization to prove otherwise.

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

PART 3: PURPOSE OF BYLAW

- 3.1 This Bylaw, must, notwithstanding any other provision herein, be interpreted in accordance with this Part.
- 3.2 Every permit issued under this Bylaw is issued expressly subject to the provisions of this Part.
- 3.3 This Bylaw has been enacted for the purpose of regulating construction within the *Village* in the public interest.
- 3.4 The activities undertaken by or on behalf of the Village pursuant to this Bylaw are for the sole purpose of providing a limited and interim compliance monitoring function for reason of health, safety, and the protection of persons and property.
- 3.5 The purpose of this Bylaw does not extend:
- (a) to the protection of *owners, owner builders* or *constructors* from economic loss;
 - (b) to the assumption by the *Village* or the *Building Official* of any responsibility for ensuring the compliance by any *owner*, their representatives or any employees, *constructors* or *designers* retained by him or her, with the *Building Code*, the requirements of this Bylaw or other applicable enactments respecting safety;

- (c) to the provision of a warranty of design or workmanship to any person with respect to any *building* or *structure* for which a building permit or *occupancy* permit is issued under this Bylaw;
- (d) to the provision of a warranty or assurance that construction undertaken pursuant to building permits issued by the *Village* is free from latent, or any, defects; or
- (e) to the protection of adjacent real property from incidental damage or nuisance.

PART 4: SCOPE AND EXEMPTIONS

- 4.1 This Bylaw applies to the design, construction, and *occupancy* of new *buildings* and *structures* and the *alteration*, reconstruction, demolition, removal, relocation, and *occupancy* of existing *buildings* and *structures*.
- 4.2 This Bylaw does not apply to:
 - (a) a *building* or *structure* commonly known as “Canadian Standards Association Z240 MH series, Z241 series, or A277 series”, except as regulated by the *Building Code*; or
 - (b) another *building* or *structure* exempted by Part 1 of the *Building Code* except as expressly provided herein.

PART 5: PERMIT CONDITIONS

- 5.1 A permit is required if work regulated under this Bylaw is undertaken.
- 5.2 Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the *Village*, will in any way relieve the *owner* from full and sole responsibility to perform the work in strict accordance with this Bylaw, the *Building Code*, and other applicable enactments respecting safety.
- 5.3 Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the *Village*, constitute in any way a representation, warranty, assurance, or statement that this Bylaw, the *Building Code*, or other applicable enactments respecting safety have been complied with.

PART 6: PROHIBITIONS

- 6.1 A person must not commence or continue any construction, *alteration*, reconstruction, demolition, removal, relocation, or change the *occupancy* of any *building* or *structure* including excavation or other work related to construction, unless the *Building Official* has issued a valid and subsisting permit for the work.

- 6.2 A person must not occupy or use any *building* or *structure* unless an *occupancy permit* has been issued by the *Building Official* for the *building* or *structure*.
- 6.3 A person must not occupy or use or permit the *occupancy* or use of any *building* or *structure* contrary to the terms of any permit issued or any notice given by the *Building Official*.
- 6.4 A person must not submit false or misleading information to the *Building Official* in relation to any permit application or construction undertaken pursuant to this Bylaw.
- 6.5 A person must not reverse, alter, deface, cover, remove, or in any way tamper with any notice, permit, or certificate posted upon or affixed to a *building* or *structure* pursuant to this Bylaw, unless authorized in writing by the *Building Official*.
- 6.6 A person must not do any work in contravention of the accepted design or plans of a *building*, *structure*, or other works for which a permit has been issued, unless that *alteration* has been accepted in writing by the *Building Official*.
- 6.7 A person must not alter the approved details of a specification or document which forms part of a permit application without first having obtained, in writing, authorization from the *Building Official*.
- 6.8 A person must not interfere with or obstruct the entry of the *Building Official* or other authorized person of the *Village* onto any property in the administration of this Bylaw, and for certainty a person must not interfere with or obstruct the *Building Official* or other authorized person of the *Village* from entering into a building to ascertain whether the requirements of this Bylaw are being met.

PART 7: BUILDING OFFICIAL

- 7.1. Words describing the authority of the *Building Official* are to be construed as internal administrative powers and not creating a duty.
- 7.2. The *Building Official* may:
 - (a) administer this Bylaw;
 - (b) keep records of permit applications, permits, notices, and orders issued, inspections and tests made, and retain copies of all documents related to the administration of this Bylaw, including any electronic copies of such documents;
 - (c) establish, or require an *owner* to establish, whether a method or type of construction or types of materials used in the construction of a *building* or *structure* for which a permit is sought under this Bylaw conforms to the requirements of the *Building Code*;
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies, or *foundations* be carried out, or that evidence or proof be submitted by the

owner, at the *owner's* expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction, or *foundation* complies with this Bylaw and the *Building Code*;

- (e) subject to section 16 of the *Community Charter*, enter on property at any time to ascertain whether the requirements of this Bylaw are being met; and
- (f) order the correction of any work that is being or has been done in contravention of this Bylaw.

7.3. Without limiting section 7.2, the *Building Official* may cause any the following notices to be posted on the affected parcel, or on a *building* or *structure*, in a form approved by the *Building Official* or the *Chief Administrative Officer*, and make orders in relation to the subject of the notice:

- (a) a *Stop Work* notice, to require the cessation of construction, including plumbing installations, that is proceeding in contravention of this Bylaw, conditions on the permit, or the *Building Code*;
- (b) a *Work Without Permit* notice notifying the *owner* of a site where construction or plumbing installations have been carried out without a valid permit as required under this Bylaw;
- (c) a *Do Not Occupy* notice if the *owner* has been notified not to occupy a *building*, and the *owner* or another person continues the *occupancy*; and
- (d) an *Unsafe to Occupy* notice to the *owner* and any occupants if the *building* is deemed to be structurally unsafe and continuing use of the *building* may endanger the safety of the occupants in or around the *building*.

7.4. The *Building Official* may refuse to issue a permit, or may revoke an issued permit prior to *occupancy*, if the *Building Official* determines that

- (a) a violation of any of the following has occurred or will occur:
 - i. any of the conditions under which the permit was issued;
 - ii. a provision of this Bylaw or any other *Village Bylaw*;
 - iii. a provision of the *Building Code* or other provincial enactment; or if
- (b) any outstanding fees, charges, fines, or penalties remain unpaid;
- (c) information on the application is misleading or incorrect; or
- (d) the permit was issued in error.

PART 8: RESPONSIBILITIES OF THE OWNER

8.1 Every *owner* must apply for and obtain a permit prior to:

- (a) constructing, repairing, or altering a *building* or *structure*, including adding a mezzanine;
- (b) relocating a *building* or *structure*;
- (c) excavating a lot in preparation for construction of a *building* or *structure*;
- (d) constructing a *foundation* of a *building* or *structure*;
- (e) demolishing a *building* or *structure* or part thereof;
- (f) constructing a masonry fireplace or installing a *solid fuel burning appliance* or chimney;
- (g) constructing or altering a plumbing system, except for minor or emergency repairs or fixture replacements;
- (h) altering the use or *occupancy* of a *building* or *structure*;
- (i) constructing, altering, or relocating a fire sprinkler system, unless the fire sprinkler system has not more than two heads;
- (j) installing or modifying a fire detection and alarm system in a complex building;
- (k) repairing the *building* envelope or replacing cladding on a multi-family residential *building* where there is a *registered professional* responsible for the work;
- (l) constructing or removing an accessory or *secondary suite*;
- (m) constructing, repairing, or altering a storage racking system exceeding 2.6 m in height;
- (n) installing, repairing, removing, or reinstalling a firestopping system or fire separation,
- (o) constructing a retaining wall over 1.2m in height;
- (p) erecting a *tent* over 10 square metres in area, if the tent will be in place for a duration exceeding 7 days;

unless the works are the subject of another valid *building* permit.

8.2 Every *owner* must ensure that all plans submitted with a permit application bear the name, phone number, email address, and address of the *designer* of the *building* or *structure*.

- 8.3 Every *owner* must ensure that all construction complies with the *Building Code*, this Bylaw, other applicable enactments respecting safety, and orders and notices of the *Building Official* issued under this Bylaw.
- 8.4 Every *owner* to whom a permit is issued shall be responsible for the costs incurred by the *Village* for the repair of any damage to municipal works that occurs during or arises directly or indirectly from the work authorized on the permit.
- 8.5 If an *owner* defaults in paying the cost referred to in Section 8.4 to the *Village* within thirty (30) days after receipt of a demand for payment from the *Village*, the *Village* may:
- (a) recover from the *owner*, in any court of competent jurisdiction, the costs as a debt to the *Village*; or
 - (b) direct that the amount of the cost be added to the real property tax roll as a charge imposed in respect of work or service provided to the real property of the *owner* and be collected in the same manner as property taxes.
- 8.6 Every *owner* to whom a permit is issued must, during construction:
- (a) post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
 - (b) keep a copy of the accepted designs, plans and specifications on the property;
 - (c) post the civic address on the property in a location visible from any adjoining streets;
 - (d) manage any soil or water runoffs to adjacent properties and rights-of-way;
 - (e) manage the disposal and removal of materials off the site in an acceptable manner; and
 - (f) ensure that
 - i the construction site is kept tidy; and
 - ii all construction materials, waste, debris, soil and water from demolition, excavation, or construction activity contained are within the property boundaries.
- 8.7 Every *owner* must give at least 48 hours' written notice to the *Building Official*
- (a) of any scheduled inspections of a *registered professional* or representative;
 - (b) of intent to cover work that has been ordered to be inspected prior to covering; and
 - (c) when work has been completed so that a final inspection can be made.

PART 9 OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 9.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *Building Code*, this Bylaw and all other applicable codes, standards, and enactments.
- 9.2 Every *constructor* must ensure that:
- (a) no excavation or other work is undertaken on public property;
 - (b) no public property or *Village* infrastructure is disturbed;
 - (c) no building or *structure* is erected on public property; and
 - (d) no materials stored are stored on public property,
- without first having obtained approval in writing from the appropriate authority over such public property.
- 9.3 For the purposes of the administration and enforcement of this Bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 10 RESPONSIBILITIES OF THE REGISTERED PROFESSIONAL

- 10.1 Every *owner* must provide to the *Village* letters of assurance in accordance with the requirements of the *Building Code* prior to
- (a) the pre-*occupancy* site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) a final inspection for a *standard building* in circumstances where letters of assurance have been required in accordance with the requirements of the *Building Code*, in which case the *owner* must provide the *Village* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *Building Code*.
- 10.2 A registered *professional* who provides letters of assurance in accordance with the *Building Code* must provide proof of professional liability insurance to the *Building Official* in the form and amount required by the *Building Official*.
- 10.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code*, in respect of a *permit* application,
- (a) for *foundation* and *excavation* components of new *standard buildings* and additions greater than 55 square metres to *standard buildings* in accordance with the *Building Code*;

- (b) for construction of a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *Building Code*;
 - (c) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
 - (d) for a *building* if the *Building Official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *Building Code*;
 - (e) if the *building* envelope components of the *building* fall under Division B Part 3 of the *Building Code*, the *building* contains more than two *dwelling units*, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *Building Code*;
 - (f) for a parcel of land on which a *building* or *structure* is proposed if the *Building Official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under section 56 of Division 8 of Part 3 of the *Community Charter* for a report certified by a professional engineer or geoscientist with experience in geotechnical engineering that the land may be used safely for the use intended; and
 - (g) that the plans submitted with the application comply with the relevant provisions of the *Building Code* and applicable bylaws of the *Village*.
- 10.4 The *Building Official* may require a *registered professional* carrying out the *professional design* and *field review* required under section 10.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.
- 10.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *Building Code* referred to in sections 10.1 and 10.3 of this Bylaw are relied upon by the *Village* and its *Building Official* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this Bylaw and other applicable enactments.
- 10.6 For a *building* permit issued for the construction of a *complex building*, the *Building Official* will provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *Building Code* and other applicable enactments.
- 10.7 The *Village* and its *Building Official* will rely on the certification of *registered professionals* regardless of whether the notice referred to in 10.6 is received by the *owner*.

- 10.8 If a building *permit* is issued for a construction of a *complex building*, the *permit* fee is reduced by 5% of the fees payable under Schedule A to this Bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

PART 11: APPLICATIONS

- 11.1 An application for a building permit is deemed to have been submitted once all applicable requirements of Parts 10, 11, 12, 13, 14, 15, 16 and 17 have been met.
- 11.2 Every person must apply for and obtain a separate permit for each *building* or *structure* to be constructed or altered on a site and will be assessed a separate building permit fee for each permit.
- 11.3 Every applicant for a permit for work regulated under this Bylaw must submit an application in a form approved by the *Building Official*,
- (a) signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - (b) accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form prescribed by the *Building Official*, signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - (c) accompanied by a copy of a title search made within thirty (30) days of the date of the application; and
 - (d) accompanied by a copy of all covenants, statutory rights-of-way and easements registered against the property;
- 11.4 The *Building Official* may consider an application for a *building* permit to have been abandoned, and may cancel the application, if:
- (a) the applicant has been notified that the permit is ready for issuance and the applicant has not requested that the permit be issued within 90 days of the date of the notification;
 - (b) the applicant has been requested to provide information or documentation to complete the application and has not done so within 60 days of the request.
- 11.5 If the *owner* has designated a person to represent the *owner* as the *owner's agent*, the *owner* must, on a form provided by the *Building Official*, authorize the *agent* to represent the *owner* in all matters pertaining to the *building* permit.

PART 12: APPLICATIONS FOR COMPLEX BUILDINGS

- 12.1 Every applicant for a *building* permit with respect to a *complex building* must submit with the application:

- (a) a *Building Code* compliance summary including without limitation whether the building is designed under Part 3 of the *Building Code*, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, *firewalls*, and facilities;
- (b) unless the *Building Official* waives the requirements for a site plan, in whole or in part, a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:
 - i the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii the legal description and civic address of the parcel;
 - iii the location and dimensions of all existing and proposed statutory rights of way, easements, and setback requirements;
 - iv the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - v invert elevations of the municipal service connections at the property line to establish the minimum building elevation necessary to ensure gravity feed of the storm and sanitary sewers to the municipal connections;
 - vi setbacks to the natural boundary of any lake, swamp, pond, or watercourse where the *Village's* land use regulations establish siting requirements related to flooding;
 - vii natural and finished *grade* at *building* corners and significant breaks in the *building* plan and proposed *grade* around the *building* faces to ascertain *foundation* height;
 - viii geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* if the *Village's* Flood Regulation Bylaw or provincial flood mapping regulations establish siting requirements related to minimum flood elevation;
- (c) a cross section through the *building* or *structure* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (d) elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, finished *grade* and spatial separation calculations;
- (e) floor plans and cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or *structure* conforms to the *Building Code*;

- (f) copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approvals;
- (g) a letter of assurance in the form of a Schedule A as referred to in Division C and Note A-2.2.7.2.(1)(b) of the *Building Code*, signed by the *owner*, or a signing officer of the *owner* if the *owner* is a corporation, and the *coordinating registered professional*.
- (h) letters of assurance in the form of Schedule B as referred to in the *Building Code*, each signed by such registered professionals as required by the *Building Official* or *Building Code* in Division C and Note A-2.2.7.2 to prepare the design for and conduct *field reviews* of the construction of a *building* or *structure*.
- (i) two (2) sets of drawings and one (1) digital set of the drawings at a suitable scale in both metric and imperial units of the design prepared by each *registered professional* and including the information set out in paragraphs (c) to (e) of this section.

12.2 In addition to the requirements of section 12.1, the *Building Official* may require that an applicant for a *building* permit for a *complex building* submit any one or more of the following as the *Building Official* considers warranted due to the complexity of the proposed *building* or *structure* or siting circumstances:

- (a) an estimate of the *cost of construction* prepared by a *registered professional* or a qualified estimator;
- (b) a zoning analysis showing conformance to the *Village's* current Zoning Bylaw;
- (c) site servicing drawings, including detail of off-site services indicating locations at the property line, and where services enter the building, in accordance with the *Village's* current Subdivision and Development Control Bylaw, prepared and sealed by a *registered professional*;
- (d) an estimate of predicted water consumption for the proposed building use;
- (e) a section through showing *grades, buildings, structures, parking areas* and driveways; or
- (f) any other information required by the *Building Official* to establish compliance with this Bylaw, the *Building Code* and other enactments relating to the *building* or *structure*.

PART 13: APPLICATIONS FOR STANDARD BUILDINGS

13.1 Every applicant for a building permit with respect to a *standard building* must submit with the application:

- (a) a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:
- i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all existing and proposed statutory rights-of-way, easements, and setback requirements;
 - iv. the location and dimensions of all existing and proposed *buildings* and *structures* on the parcel;
 - v. invert elevations of the municipal service connections at the property line to establish the minimum building elevation necessary to ensure gravity feed of the storm and sanitary sewers to the municipal connections;
 - vi. setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Village's land use regulations establish siting requirements related to flooding;
 - vii. natural finished grade at *building* corners and significant breaks in the building plan and proposed *grade* around the *building* faces to ascertain *foundation* height;
 - viii. geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* if the Village's Flood Regulation Bylaw or provincial flood mapping regulations establish siting requirements related to minimum flood elevation;
- except if the *Building Official* waives, in whole or in part, the requirements for a site plan, and if the permit is for the repair or *alteration* of an existing *building*.
- (b) floor plans or a site plan showing:
- i. the dimensions and uses of all areas;
 - ii. the dimensions and height of crawl space and roof spaces;
 - iii. the locations, sizes and swing of doors;
 - iv. the location, size and opening of windows;
 - v. floor, wall and ceiling finishes;
 - vi. plumbing fixtures;

- vii. structural elements;
- viii. stair dimensions;
- ix. major appliances;
- x. the location, dimension and gradient of parking and driveway access;
- xi. *accessible* paths of travel from the street to the *building*;
- xii. access routes for firefighting;
- xiii. location and species of all trees greater than 10 cm in diameter;
- xiv. zoning compliance summary;
- xv. locations, setbacks, and elevations of all *retaining walls*, steps, stairs, and decks;

- (c) a cross section through the *building* or *structure* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (d) elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, finished *grade*, and spatial separation calculations as per *Building Code* section 9.10.15.4;
- (e) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* conforms to the *Building Code*;
- (f) copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approvals;
- (g) letters of assurance in the form of Schedules B-1 and B-2 as required in subsection 2.2.7. of Division C of the *Building Code*; and
- (h) two (2) sets of drawings and one (1) digital set of the drawings at a suitable scale in both metric and imperial units of the design including the information set out in sections 13.1.(c) – 13.1. (e) of this Bylaw.

13.2 In addition to the requirements of section 13.1, the *Building Official* may require that an applicant for a *building* permit for a *standard building* submit any one or more of the following where the project involves two (2) or more *buildings*, which in the aggregate, total more than 1,000 square meters, or two (2) or more *buildings* that will contain four (4) or more dwelling units, or otherwise as the *Building Official* considers to be warranted due to the complexity of the proposed *building* or *structure* or siting circumstances:

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, and where services enter the building, prepared and sealed by a *registered professional*, in accordance with the Village's current *Subdivision and Development Control Bylaw*.
- (b) a section through the site showing *grades, buildings, structures*, parking areas, and driveways;
- (c) roof plan and roof height calculations;
- (d) structural, electrical, mechanical, or fire suppression drawings, prepared and sealed by a *registered professional*;
- (e) a *foundation* design prepared by a *registered professional* in accordance with Section 4.2 of Part 4 of the *Building Code*, accompanied by letters of assurance in the form of Schedules B(s) as referred to in the *Building Code*, signed by the *registered professional*, if a geotechnical engineer concludes that the *foundation* design will be outside the scope of Part 9 of the *Building Code*.
- (f) any other information required by the *Building Official* to establish compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

PART 14: APPLICATIONS FOR TENANT IMPROVEMENT PERMITS

- 14.1 In substitution for the requirements of Part 12 or Part 13, an applicant for a building permit with respect to a tenant improvement in an existing *building* must state the intended uses of the part of the *building*, and that of the adjacent spaces, and must submit:
- (a) copies in scale, size, legibility, and format, as specified by the *Building Official*, of the specification and drawings of the *building* or *structure* showing all aspects of the proposed work;
 - (b) a site plan showing the location, dimension, and allocation of off-street parking spaces;
 - (c) if required by the *Building Official*, a *Building Code* compliance analysis;
 - (d) if required by the *Building Official*, a Zoning Bylaw compliance analysis;
 - (e) floor plans showing the dimensions and uses of all areas; the location, size, hardware, and swing of doors; plumbing fixture layout; structural elements; stair dimensions; and location of all points of egress and exits;
 - (f) a cross section through all walls, including interior walls, exterior walls, and walls separating tenant spaces;

- (g) a cross section showing ceiling height and floor construction;
- (h) copies of approvals and permits required under any exactment relating to health or safety, including, without limitation, highway access permits, Ministry of Health, Ministry of Environment and Climate Change Strategy, and Vancouver Coastal Health;
- (i) if required by the *Building Official*:
 - i. a letter of assurance, in the form of Schedule A, as referred to in Division C – Part 2 of the *Building Code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*; and
 - ii. letters of assurance, in the form of Schedule B, as referred to in Division C – Part 2 of the *Building Code*, each signed by such registered professionals as the *Building Official* or *Building Code* may require, to prepare the design for and conduct *field reviews* of the construction of the tenant improvements; and
 - iii. any other information to establish compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

PART 15: FARM BUILDINGS

- 15.1 Every *owner* must ensure that all construction of a *farm building* complies with the *National Farm Building Code*, this Bylaw, and other applicable enactments.
- 15.2 Every applicant for a building permit for a *farm building* must submit with the application the following:
- (a) unless the requirement is waived by the *Building Official* as being unnecessary to the application, in whole or in part, a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:
 - i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all existing and proposed statutory rights-of-way, easements, and setback requirements;
 - iv. the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - v. setbacks to the natural boundary of any lake, swamp, pond or watercourse where the *Village's* land use regulations establish siting requirements related to flooding;

- vi. the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the wood floor system or top of finished concrete slab of a *building* or *structure* where the *Village's* land use regulations establish siting requirements related to minimum flood construction levels; and
- vii. the location, dimension and gradient of parking and driveway access;
- (b) scaled construction drawings showing floor plans of the proposed building with the proposed uses of all areas, a cross-section of building showing proposed heights and confirmation that the building meets all the required design loads as per the *National Farm Building Code*;
- (c) any other information required by the *Building Official* to establish compliance with this Bylaw, the *National Farm Building Code* and other bylaws and enactments relating to the *building* or *structure*.

PART 16: APPLICATIONS FOR TENTS

16.1 Every applicant for a *building* permit for a *tent* must submit the following with the application:

- (a) a certificate of flame resistance indicating that the fabric complies with CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films"; and
- (b) design and specifications of the supporting framing and anchorage and letters of assurance by a *registered professional*.
- (c) unless the requirement is waived by the *Building Official* as being unnecessary to the application, in whole or in part, include a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:
 - i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all statutory rights-of-way, easements and setback requirements;
 - iv. the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - v. setbacks to the natural boundary of any lake, swamp, pond, or watercourse where the *Village's* land use regulations establish siting requirements related to flooding;

- vi. the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a *building* or *structure* where the *Village's* land use regulations establish siting requirements related to minimum flood construction levels; and
 - vii. the location, dimension and gradient of parking and driveway access;
- (d) scaled construction drawings showing floor plans of the proposed *tent* with the proposed uses of all areas and a cross-section of the *tent* showing proposed heights;
 - (e) any other information required by the *Building Official* to establish compliance with this Bylaw and other applicable bylaws and enactments.

PART 17: FEES, CHARGES AND SECURITIES

- 17.1 Fees, charges, penalties, and security deposits for services and permits that may be or are provided under this bylaw shall be payable as set out in the Village of Pemberton Fees and Charges Bylaw No. 905, 2021.
- 17.2 Every person who obtains a permit or service under this Bylaw must pay the applicable fees and charges, based on the *cost of construction* where applicable, prior to obtaining the building or permit or service.
- 17.3 The *cost of construction* will include, without limitation,
- (a) all mechanical, electrical, plumbing, drainage, and gas installations necessary in the carrying out of the construction to its completed form;
 - (b) all design documents, labour and fees involved in the design, investigative testing, consulting services, construction labour and management, even if provided by the *owner*, or donated voluntarily by others, sales taxes;
 - (c) contractor's profit and overhead;
 - (d) insurance;
 - (e) site preparation and civil works and improvements and all associated paving, landscaping, and underground servicing, including excavation and the use of hoisting, pile driving, compaction, or erection devices.
- 17.4 The *cost of construction* will be the greater of:
- (a) the value declared by the *owner* on the application;
 - (b) the value of construction, as determined by the *Building Official* utilizing an independent third party valuation tool of construction costs; or

- (c) a cumulative total of all contracts of *construction* for the project at *occupancy*.
- 17.5 Every applicant for a building permit must pay the applicable non-refundable plan processing fee that will be credited against the building permit fee when the permit is issued.
- 17.6 If a Stop Work Notice or Work Without Permit Notice is issued to an *owner* prior to the *owner* issuance of a building permit for the work, the *owner* must pay the applicable penalty prior to issuance of the building permit.
- 17.7 Every applicant for a building permit that includes new site service connections must deposit with the Village a security in the form of cash.
- 17.8 The site service connections security collected under 17.6 will be returned within 30 days upon confirmation that site services as-built drawings showing locations of sewer and water connections have been submitted to and accepted by the *Building Official* or by the *Manager of Operations*.
- 17.9 The *owner* may obtain a refund of the permit fee if a permit is surrendered and cancelled before any construction begins, as determined by the *Building Official*, provided that:
- (a) the refund does not include the plan processing fee paid pursuant to section 17.4 of this Bylaw;
 - (b) no construction work has begun; and
 - (c) no inspections have been made.
- 17.10 Fees for miscellaneous services related to the administration of this Bylaw and related enactments will be charged at an hourly rate.
- 17.11 Every *owner* must pay a fee for the preparation and registration of any legal documents, including restrictive covenants on title and notices on title, when the *Village* has incurred costs in the preparation or registration of these documents.
- 17.12 Every *owner* must pay a fee:
- (a) to extend a building permit as permitted under section 18.9;
 - (b) for revision of plans after submission of the building permit application;
 - (c) to transfer a building permit to another person; or
- 17.13 Every owner must pay a fee before the *Building Official* may approve a *provisional occupancy* permit.

- 17.14 Every applicant for a *foundation* permit must deposit with the *Village* a security in the form of cash or an irrevocable letter of credit against the cost of site restoration that may be incurred by the *Village*.
- 17.15 Where the proposed work includes excavation or construction on lands within 10 metres of a *Village* roadway, sewer, drain or water main, trees and their root systems, or other *Village* work, the applicant must deposit with the *Village* a security, in the form of cash or an irrevocable letter of credit, against the cost of repairs to such works.
- 17.16 The *Village* may return any securities collected within 30 days, less any repair costs incurred, after
- (a) final inspection of the related building permit; or
 - (b) cancellation, expiry, or revocation of the building permit,
- upon confirmation that the *Village* works have not been damaged or, if damage has occurred, that it has been fully repaired, or that the work requiring the securities amount has been satisfied.

PART 18: BUILDING PERMITS

- 18.1 The *Building Official* may issue the permit for which an application is made when the following conditions have been met:
- (a) the *owner* has submitted a completed application including all required supporting documentation;
 - (b) the proposed work set out in the application conforms with the *Building Code*, this Bylaw and all other applicable bylaws and enactments;
 - (c) the *owner* has paid all applicable fees, charges, penalties, and deposits, and met all requirements imposed by this and any other applicable enactment;
 - (d) no enactment, covenant, agreement, or regulation of the *Village* authorizes the permit to be withheld;
 - (e) the *owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*; and
 - (f) the *owner* has retained an architect if required by the provisions of the *Architects Act*.
- 18.2 If the application is in respect of a *building* that includes, or will include, a *residential occupancy*, the *Building Official* will not issue the building permit unless the *owner* provides evidence pursuant to section 30 (1) of the *Homeowner Protection Act* that:
- (a) the proposed *building* is covered by home warranty insurance, and

(b) the *constructor* is a licensed residential builder,

unless the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with section 30 (1) of the *Homeowner Protection Act*.

18.3 A building permit is issued upon the condition that the permit will expire and be cancelled and the rights of the *owner* under the permit will terminate if:

(a) the work authorized by the permit is not commenced within twelve (12) months of the date of issuance of the permit;

(b) work is discontinued for a period of twelve (12) months or longer;

(c) there has been no request for an inspection or submission of a *field review* by a *registered professional* within twelve (12) months from the date of the last recorded inspection; or

(d) the work is not completed within two (2) years of the date of issuance of the permit

unless the *owner* has been granted an extension by the *Building Official* and has paid the permit extension fee.

18.4 A building permit is deemed to have been issued as of the date it was signed by the *Building Official*.

18.5 A person to whom a building permit has been issued must obtain approval in writing by the *Building Official* before transferring the permit to another person.

18.6 The *Building Official* may deem approved construction up to the last recorded inspection to be work performed under a permit.

18.7 If a permit has expired or been revoked, an *owner* must apply for and obtain a new permit prior to commencing or completing any remaining work.

18.8 If the *Building Official* issues a new permit pursuant to an application under section 18.7, the permit will be subject to the requirements of this Bylaw, current *Building Code*, and all other applicable enactments.

18.9 The *Building Official* may extend the duration set out under section 18.3. (a), (b), (c) or (d) if construction has not commenced or if construction has been discontinued due to adverse weather, strike, material, labour shortages, or similar hardship that the *Building Official* considers to be beyond the *owner's* control.

18.10 When an *owner* has excavated a site under a *foundation* permit or excavation permit and a building permit is not subsequently issued, or a subsisting building permit has expired in accordance with subsection 18.3, without the construction of the *building* or *structure* for which

the building permit was issued having commenced, the *owner* must fill in the excavation to restore the original gradients of the site within sixty (60) days of being served notice by the *Building Official* to do so.

18.11 Prior to issuance of a building or demolition permit for a *complex building*, every *owner* must submit a fire safety plan in accordance with Division B, Section 5.6.1.2(1) of the *Fire Code* to the satisfaction of the *Building Official*.

PART 19: PLUMBING PERMITS

19.1 Except as provided in subsection 19.4, a person must not construct, extend, renew, alter, or repair a plumbing system unless a plumbing permit to do so has been obtained.

19.2 The *Plumbing Official* may issue a plumbing permit to only:

- (a) a licensed plumbing contractor; or
- (b) a homeowner who shall carry out the plumbing work themselves in a dwelling owned by them and used only as their domestic domicile, provided they have satisfied the authority having jurisdiction that they are competent to perform such work.

19.3 A plumbing permit shall not be transferable.

19.4 Notwithstanding 19.1, a plumbing permit is not required when:

- (a) a stoppage in a drainage system is cleared;
- (b) a leak is repaired in a water distribution system;
- (c) a fixture is replaced without any change to the drainage system; or
- (d) a replacement is made to existing faucets, service water heater, valves, pipes or fittings in a water distribution system.

19.5 A person must not cover any regulated plumbing work until the *Plumbing Official* has approved the work.

19.6 Prior to calling for a plumbing inspection the *owner* must:

- (a) submit to the *Plumbing Official* an isometric drawing overlaid on the floor plan showing:
 - i the location and size of every building drain, including every trap and cleanout fitting on the drain;
 - ii the size and location of every soil-or-waste pipe, trap, and vent pipe; and

- iii the layout of the potable water distribution system, including pipe sizes and valves;
 - (b) ensure that all drains and vents have been completed; and
 - (c) ensure that the system has been filled with water or pressurized air up to the roof or to the highest point of connection to an existing vent.
- 19.7 Prior to the final inspection the *owner* must ensure that:
- (a) all fixtures and equipment have been installed and ready for use, and
 - (b) if a fixture has been roughed-in for future use, the outlet has been sealed with an approved plug or cap.
- 19.8 If the *Plumbing Official* does not approve any part of the system after it has been inspected or tested, the *owner* must
- (a) make any *alteration* or replacement that is necessary, and
 - (b) request inspection of the corrected work.
- 19.9 The *owner* must ensure that all connections to potable water systems are designed in compliance with *Village of Pemberton Cross Connection Control Bylaw No. 844, 2018*.
- 19.10 The *Plumbing Official* may issue a plumbing permit for a portion of a *building* or *structure* before the design, plans and specifications for the entire *building* or *structure* have been accepted, if information has been provided to the *Village* to demonstrate to the *Plumbing Official* that the portion authorized to be constructed complies with this and other applicable Bylaws and the permit fee applicable to that portion of the *building* or *structure* has been paid.
- 19.11 Following a request for inspection, the *Plumbing Official* may authorize work regulated by the *Plumbing Code* to be covered or concealed without an inspection, provided that
- (a) the request for inspection includes certification that the work has been performed in compliance with the *Plumbing Code* and any other applicable standard, and
 - (b) the certification is provided by the licensed plumbing contractor who obtained the permit and has overseen the work.
- 19.12 The *Plumbing Official* may request an inspection of a licensed plumbing contractor's work by another licensed plumbing contractor, from time to time, as an audit process, and the *owner* will be responsible for the cost of the additional inspection.

PART 20: RETAINING WALLS

- 20.1 A *registered professional* must undertake the design and conduct *field reviews* of the construction of a *retaining wall* greater than 1.2 metres in height, to meet good engineering practices.
- 20.2 An *owner* must submit sealed copies of the design plan and *field review* reports prepared by the *registered professional* for all *retaining walls* greater than 1.2 metres in height to the *Building Official* prior to acceptance of the works.

PART 21: POOLS AND PONDS

- 21.1 A person must apply for a building permit to construct or carry out structural repairs on a *pool* or *pond* except for *pool* that is emptied daily.
- 21.2. Notwithstanding 21.1, if an above-ground *pool* is erected only on a seasonal basis, a permit is required only the first time it is installed on the same parcel.
- 21.3. An applicant for a permit to construct a *pool* or *pond* must provide proof of liability insurance and, if required by the Building Official, drawings of the design, signed and sealed by a professional engineer and accompanied by letters of assurance (Schedule B) as referred to in Division C – Part 2 of the *Building Code*.
- 21.4 An applicant for a permit to construct a *pool* or *pond* on a hillside or sloping lot must provide
- (a) a geotechnical report referencing the *pool*, and
 - (b) letters of assurance (Schedule B) as referred to in Division C – Part 2 of the *Building Code* from a professional engineer with expertise in geotechnical engineering certifying whether or how it may be safely used for its intended purpose.
- 21.5 Prior to final inspection, a holder of a permit for construction of a *pool* or *pond* on a hillside or sloping lot must provide to the *Building Official* all *field reviews* and a Schedule CB.
- 21.6 In addition to information otherwise required by this Bylaw, an applicant for a permit to construct a *pool* or *pond* must provide a scaled plan showing the location, enclosure details, depth and dimensions of the *pool* or *pond* and its structural details, and all water supply piping and appurtenances.
- 21.7 *Pool* plumbing must be arranged so that *pool* water cannot enter any water supply line and once having been drained from the *pool* cannot be returned to the *pool* without filtering, and so that sewage from any sanitary sewer or sewage disposal system cannot enter the *pool* or the *pool* filtering system.

- 21.8 A *pool*, including a spa or hot tub, must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.5 metres and no openings greater than 100 mm at their least dimension.
- 21.9 Access through a fence enclosing a *pool*, spa or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed to cause the gate to return to a closed position when not in use and secured by a latch located on the *pool*, spa, or hot tub side of the gate.
- 21.10 In lieu of a fence, an *owner* may provide a spa or hot tub with a locking cover which would prevent unauthorized access to the water.
- 21.11 A person must not use or occupy a *pool*, including a spa or hot tub, unless the *owner* or occupier of property on or in which a *pool*, spa or hot tub is located maintains every fence and cover required under sections 21.8 to 21.10 of this Part 21 in good order.

PART 22: BUILDING RELOCATION

- 22.1 No person may relocate a *building* or *structure* into or within the Village:
- (a) except where certified by a *registered professional* that the *building* or *structure*, specifically its *foundation* and snow load, will comply with the current *Building Code*; and
 - (b) unless a building permit has been issued for the *building* or *structure* previously by the *Village*.

PART 23: SITE GRADING AND DRAINAGE

- 23.1 The *owner* of land on which a *building* or *structure* is being constructed must control the site drainage such that other sites are not impacted and must ensure that:
- (a) each lot is *graded* to drain into a municipal drainage system or a natural watercourse without draining onto adjacent lots;
 - (b) areas adjacent to *buildings* are *graded* away from the *foundations* to prevent flooding;
 - (c) a lot lower than adjacent roadways is provided with stormwater management facilities to direct storm runoff to a drainage system approved by the *Building Official* or the *Manager of Operations*;
 - (d) if storm runoff is not directed to a municipal drainage system, storm runoff shall occur to a natural watercourse by means of sheet flow only, and not by means of swales or pipes or other artificial means.

PART 24: RISK OF FLOOD, LANDSLIDES AND OTHER HAZARDS

- 24.1 If the *Building Official* considers that construction of a *building* or a *structure* would be on land that is or is likely to be subject to flooding, mud flows, debris flows or torrents, erosion, land slip, rockfalls, subsidence or avalanche, the *Building Official* may require the *owner* to provide a report prepared by a professional engineer or geoscientist with experience in geotechnical study and geo-hazard assessments certifying that the land may be used safely for its intended use, including lands that do not directly support the *building* or *structure*.
- 24.2 If the engineer or geoscientist certifies that the land may be used safely for the use intended if used in accordance with the conditions specified in the report provided to the *Building Official*, the *Building Official* may issue a building permit on the following conditions:
- (a) the *owner* covenants with the *Village* to use the land only in the manner certified by the engineer or geoscientist as enabling the safe use of the land for the use intended;
 - (b) the covenant includes provision for reimbursing the *Village* for any expenses that may be incurred by it as a result of a breach of the covenant; and
 - (c) the covenant is registered under section 219 of the *Land Title Act* (British Columbia).

PART 25: ALTERNATIVE SOLUTIONS

- 25.1 An *owner* who wishes to provide *alternative solutions* to satisfy one or more of the requirements of the *Building Code* or this Bylaw must
- (a) submit to the *Building Official* sufficient evidence to demonstrate that the proposed alternate solutions will provide the level of performance required by the *Building Code* and this Bylaw, and
 - (b) pay the applicable fee.

PART 26: INSPECTIONS

- 26.1 An *owner* must submit a *registered professional field review* report to the *Building Official* within seven (7) days of the occurrence of the *field review*.
- 26.2 The *Building Official* may periodically attend the site of construction of a *complex building* to ascertain that *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professional*.
- 26.3 The *Building Official* may periodically attend the site of the construction of a *standard building* or *structure* to ascertain whether the *health and safety aspects of the work* are being carried out in a conformance with those portions of this Bylaw, the *Building Code* and any other applicable enactments concerning safety.

- 26.4 Subject to subsection 26.5, the *owner* must obtain an inspection and receive the written acceptance from either the *Building Official* or the *Plumbing Official* of the following aspects of the work prior to concealing each, as applicable:
- (a) footing and *foundation*, as shown by a survey, prior to and after the placement of formwork;
 - (b) perimeter drains and damp proofing;
 - (c) plumbing rough-in, below ground;
 - (d) plumbing rough-in, above ground;
 - (e) bathtubs, showers, and site-built shower pans;
 - (f) hydronic heating system;
 - (g) under slab insulation;
 - (h) fire sprinklers
 - (i) fireplace and chimney;
 - (j) mechanical ventilation;
 - (k) framing after all services installed;
 - (l) rain screen;
 - (m) paper and wire prior to first coat stucco;
 - (n) first coat of stucco;
 - (o) second coat of stucco;
 - (p) insulation and vapour barrier;
 - (q) drywall for fire separation in *buildings* containing *secondary suites*, multiple residential and multiple commercial occupancies, before tape or filler is applied;
 - (r) other inspections as required by the *Building Official*.
- 26.5 The requirements of subsection 26.4 do not apply to any aspect of the work that is the subject of a *registered professional's* letter of assurance provided in accordance with paragraphs 12.1.(g), 12.1.(h), or 12.2.(e) of this Bylaw.

- 26.6 The *owner* must obtain an inspection, and must receive acceptance in writing by the *Manager of Operations*, the *Building Official* or the *Plumbing Official*, in relation to the following aspects of the work prior to concealing either, as applicable:
- a) sanitary and storm sewer; and
 - b) water service.
- 26.7 If any aspect of the work referred to in section 26.4 or 26.6 of this Bylaw is concealed prior to the *Building Official's* acceptance in writing, the *Building Official* or the *Manager of Operations* may order that it be uncovered at the *owner's* expense to permit an inspection.
- 26.8 Prior to scheduling an inspection, the *owner* must submit to the *Building Official* the following documents, as applicable, for review by the *Building Official* pursuant to the inspection:
- (a) Forms/*Foundation* Inspection:
 - i Building Location Certificate provided by a British Columbia Land Surveyor with elevation for top of concrete for Flood Construction Level (FCL) calculation;
 - ii Geotechnical Engineer *field review* for soil bearing;
 - iii Structural Engineer *field review* for footings;
 - iv Structural Engineer *field review* for *foundation* walls.
 - (b) Prior to backfilling:
 - i Geotechnical Engineer *field review* for rock pit;
 - ii Geotechnical Engineer *field review* for site drainage.
 - (c) Framing/*Sheathing* Inspection:
 - i Structural Engineer *field reviews*;
 - ii Sealed joist and beam layout;
 - iii Sealed roof truss layout and sealed truss specifications;
 - iv Fire Suppression Engineer *field review*;
 - v *Field Reviews* and Schedule S [EGBC] by engineer for i-joist and roof truss where required.
 - (d) Final Inspection:
 - i *Coordinating Registered Professional* Schedule C-A [*Building Code*]
 - ii Structural Engineer Schedule C-B [*Building Code*];
 - iii Geotechnical Engineer Schedule C-B [*Building Code*];
 - iv Fire Suppression Engineer Schedule C-B [*Building Code*];
 - v Third party field report with Schedule B and Schedule C-B [*Building Code*] for unvented roof spaces;

- vi Spray foam certification;
- vii Septic Engineer Schedule C-B [*Building Code*];
- viii Sealed drawings with Schedule B and Schedule C-B [*Building Code*] (Architectural 1.5 & 1.6) for manufactured guards;
- ix Third party report for energy modelling;
- x Mechanical Ventilation Checklist for all dwellings;
- xi Decking membrane certification;
- xii copy of electrical and gas permits and notice of completion from Technical Safety BC;
- xiii *retaining walls* with *field review*, Schedule B and Schedule C-B [*Building Code*];
- xiv a drawing showing the location of sewer and water services from the Village service connection to the point of entry at the house, triangulated against landmarks or permanent *structures*; and

(e) any other documents required by the *Building Official*.

26.9 If more than two (2) inspections are necessary when one (1) inspection is normally required, for each inspection after the second inspection, the *owner* must pay a re-inspection fee prior to any additional inspections being performed.

PART 27: OCCUPANCY REQUIREMENTS

27.1 A person must not occupy a *building* or *structure* or part of a *building* or *structure* unless the *Building Official* has issued an *occupancy permit* for the *building* or *structure* or part of the *building* or *structure*.

27.2 The *Building Official* may issue an *occupancy permit* if:

- (a) all letters of assurance required under this Bylaw have been submitted;
- (b) all aspects of the work requiring inspection and acceptance pursuant to this Bylaw have been inspected and accepted; and
- (c) all requirements of the building permit have been fulfilled.

27.3 The *Building Official* may issue an approval for a *building* shell upon completion of the construction on condition that a person must not occupy the *building* or portions of the *building* until

- (a) a subsequent building permit has been obtained, and
- (b) a separate *occupancy permit* has been issued for the use.

27.4 Notwithstanding section 27.2, the *Building Official* may authorize a *provisional occupancy* for a part of a *building* specified in the authorization, for the duration granted, upon the request of the holder of a permit or the *owner* of a *building* for which a permit has been issued; if:

- (a) the part of the *building* that will be occupied is self-contained;
- (b) the *owner* has completed the following work and obtained the *Building Official's* acceptance of it:
 - i. plumbing, electrical, and heating;
 - ii. fire and life safety systems; and
 - iii. building envelope;
- (c) the *owner* has posted on the *building* the permanent civic address;
- (d) the *Fire Chief* and the *Manager of Development Services* have accepted the *provisional occupancy*; and
- (e) the *owner* has paid all applicable fees, charges, penalties, and performance securities.

27.5 A person must comply with the conditions under which the *provisional occupancy* was issued, the *Building Code*, and this Bylaw, with respect to any aspect of construction of any portion of the *building*.

27.6 The *Building Official* may require as a condition of issuance of a *provisional occupancy* permit that the *owner* provide a performance security equal to the value of all or part of the outstanding construction required to complete the *building*, to be refunded upon completion of the outstanding work.

27.7 The *Building Official* may request the *owner* to reconfirm the *cost of construction* prior to requesting the *occupancy permit*.

PART 28: BC ENERGY STEP CODE REQUIREMENTS

28.1 Any residential *building*, including a detached house, carriage house, garden suite, duplex, or row house, regulated by Part 9 of the *Building Code*, excluding a manufactured home, must be designed and constructed to meet the minimum performance requirements specified in Step 4 of the *Energy Step Code*.

28.2 Except for *buildings* included in subsection 28.1, and *farm buildings*, any *standard building* with *residential, business and personal services* or *mercantile occupancies*, or a combination of be designed and constructed to meet the minimum performance requirements specified in Step 3 of the *Energy Step Code*.

28.3 Notwithstanding section 28.1, a log home constructed of logs sourced in British Columbia and using exclusively low carbon energy sources for heating, cooling, water heating and cooking

may be designed and constructed to meet the minimum performance requirements specified in Step 3 of the *Energy Step Code*.

PART 29: ELECTRIC VEHICLE CHARGING

- 29.1 For *buildings* referenced in 28.1, the *owner* must provide at least one (1) electric vehicle charging rough-in for each *dwelling unit* contained within the *building*.
- 29.2 The *owner* must label the branch circuit serving the electric vehicle charging rough-in “EV Ready” in the service panel or subpanel directory and must label the termination location “EV Ready.”
- 29.3 The *owner* must submit to the *Building Official* a statement from the electrical contractor that the electric vehicle charging rough-in has been installed as per section 28.1.

PART 30: SITE SERVICES

- 30.1 The minimum depth of bury for water services will be 1.8 metres unless the *owner* provides the *Building Official* with evidence that a lesser depth will not increase the risk of freezing.
- 30.2 The minimum depth of bury for sanitary sewer and storm drain services will be 1.2 metres unless the *owner* provides the *Building Official* with evidence that a lesser depth will not increase the risk of freezing.
- 30.3 If storm outfall is directed to a ditch, the invert elevation shall be 250 mm from the crest of the ditch or as determined by the *Manager of Operations*.
- 30.4 The *owner* must submit to the *Building Official* a record drawing showing the installation of potable water service, sanitary sewer service and storm drain service installations, backfill and bedding material for service trench used; and indicating sizes and types of material and all fittings and references for cleanouts, triangulated to substantially permanent landmarks such as building foundations and hydro kiosks.

PART 31: SURVEYOR’S OR SITE IMPROVEMENT CERTIFICATES

- 31.1 Prior to the placing of concrete in forms for the *foundations* for a *building* or *structure*, the *owner* must ensure that the location of the forms in relation to Land Title Office plans and British Columbia Land Surveyor (B.C.L.S.) monuments, property lines, easements, or rights-of-way has been established by a B.C.L.S. or a certified member of R.S.I.S.
- 31.2 Prior to the *occupancy* of a *building* or *structure*, the *owner* must ensure that the location of the *foundations* in relation to Land Title Office plans and B.C.L.S. monuments, property lines, easements, or rights-of-way has been established by a B.C.L.S. or a certified member of the R.S.I.S.
- 31.3 The site improvement surveys required in subsections 31.1 and 31.2 of this Bylaw must show:

- (a) the shortest distances from the outer surfaces of the *foundations* of the *building* or *structure* on the property to the adjacent property lines, easements, or rights-of-way; and
- (b) the elevation of the applicable aspect of the floor system in relation to a flood reference, where the *Village's* land use regulations establish siting requirements related to flooding.

PART 32: NOTICES

- 32.1 The *Building Official* may order the cessation of any work that is proceeding in contravention of this Bylaw, the *Building Code*, or any other *Village* bylaw, by posting a *Stop Work* notice in the form prescribed by the *Building Official* or *Chief Administrative Officer*.
- 32.2 The *owner* of property on which a *Stop Work* notice has been posted, and every other person, must cause all construction work to cease immediately and must not do any further work until the *Stop Work* notice has been rescinded in writing by the *Building Official*.
- 32.3 Where a *Do Not Occupy* notice or an *Unsafe to Occupy* notice has been posted on a property in relation to a *building* or *structure*, any person occupying the *building* or *structure* must cease *occupancy* immediately and refrain from further *occupancy* until the notice has been rescinded in writing by the *Building Official*.
- 32.4 The *owner* of a property on which a *Work Without Permit* notice has been posted must apply for a building permit and pay all applicable fees and penalties within seven (7) days of the notice being posted.
- 32.5 The *Building Official* may order removal of unpermitted work where there is a *Work Without Permit* notice issued if:
- (a) the *owner* fails to make a building permit application under section 32.4; or
 - (b) if the work constructed does not meet the requirements of this Bylaw, the *Building Code* or any other applicable enactment.
- 32.6. If the *provisional occupancy* issued under Section 27.4 expires and the outstanding work is not completed, the *Building Official* may initiate the process of a notice in the Land Title Office under section 57 of the *Community Charter* that the inspection was not completed.

PART 33: CLIMATIC DATA

- 33.1 The *owner* must comply with the Environment Canada climatic data, as provided by the *Village*, for the design of *buildings*, as applicable on the application date for the building permit.
- 33.2 Climatic data may be adjusted from time to time without notice to the public.

PART 34: PENALTIES AND ENFORCEMENT

34.1 Any person who:

- (a) contravenes any provision of this Bylaw;
- (b) fails to comply with any order or notice issued by the *Building Official*;
- (c) causes or allows any act or thing to be done in contravention of any provision of this Bylaw; or
- (d) fails or neglects to do anything required to be done by any provision of this Bylaw, commits an offence.

34.2 Each day that an offence continues constitutes a separate offence.

34.3 A person found guilty of an offence under this Bylaw is liable if:

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

34.4 The *Building Official*, *Plumbing Official*, and *Manager of Operations* may enforce the provisions of this Bylaw.

PART 35: REPEAL

35.1 The Village of Pemberton Building Bylaw No. 867, 2019 and its amendments are hereby repealed.

READ A FIRST TIME this 19th day of October, 2021.

READ A SECOND TIME this 19th day of October, 2021.

READ A THIRD TIME this 19th day of October, 2021.

ADOPTED this xx day of xx, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, October 19, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Fees and Charges Amendment (Building Fees) Bylaw No. 913, 2021

PURPOSE

The purpose of this report is to present to Council Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021 for First, Second, and Third Readings.

BACKGROUND

On July 27, 2021, Council adopted Village of Pemberton Fees and Charges Bylaw No. 905, 2021, moving fees for most services from their source bylaws to schedules that form part of the new bylaw. At the time, drafting of a new building bylaw was in progress and a new fee schedule was anticipated. To avoid adopting an amendment to Building Bylaw No. 867, 2019, that would remain in effect a few weeks at most, Staff did not move building fees to Fees and Charges Bylaw No. 905, 2021.

The draft building bylaw was reviewed by the Committee of the Whole on September 21st and was presented to Council for First, Second, and Third Readings today. To avoid a situation where there is no fee schedule in effect, an amendment to Fees and Charges Bylaw No. 905, 2021, is presented here to be read concurrently with Building Bylaw No. 913, 2021.

DISCUSSION & COMMENTS

The proposed amendment bylaw, attached as **Appendix B**, makes the following changes to Fees and Charges Bylaw No. 905, 2021:

- Schedule T, Building, is added to and forms part of the Bylaw; and
- The Table of Contents is updated to reflect the change.

COMMUNICATIONS

The proposed amendment does not require a communications element. If adopted by Council, Staff will post a consolidated version of the bylaw on the Village website. Schedule T of the Fees and Charges Bylaw will be posted separately on the Building Services page as well.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One: THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021, receive First, Second, and Third Readings.

Recommendation Two: THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021 be considered for Fourth and Final Reading at the Special Council Meeting scheduled for Thursday, October 21, 2021 at 9:00 a.m.

ATTACHMENTS:

Appendix A: Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021

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

**VILLAGE OF PEMBERTON
BYLAW No. 913, 2021**

A bylaw to amend Village of Pemberton Fees and Charges Bylaw No. 905, 2021

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

PART 1: CITATION

1.1 This bylaw may be cited for all purposes as the “Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Building Fees) Bylaw No. 913, 2021”.

PART 2: INTERPRETATION

2.1. In this Bylaw, a reference to a statute, regulation, or enactment refers to that enactment as amended or replaced from time to time.

PART 3: APPLICATION

3.1. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, is amended as follows:

- a) Schedule T, Building, is added to and forms part of the Bylaw; and
- b) the Table of Contents is updated to reflect the addition.

PART 4: SCHEDULE

4.1. Schedule T is attached to and forms part of this Bylaw.

READ A FIRST TIME this 19th day of October 2021.

READ A SECOND TIME this 19th day of October 2021.

READ A THIRD TIME this this 19th day of October 2021.

ADOPTED this ___ day of ___ 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE T – BUILDING

The following fees, charges, and deposits apply to services that are or may be provided under Building Bylaw No. 912, 2021:

Fee Type	Fee	Unit
Building Permit Fees		
Building permit; pool permit; pond permit*	\$10.00	/ \$1,000 of cost of construction or fraction thereof up to \$100,000
	\$7.00	/ \$1,000 of cost of construction or fraction thereof in excess of \$100,000
	\$100	minimum fee per permit
Penalty if Work Without Permit or Stop Work notice issued prior to issuance of permit	\$1,000	permit
Other Permit Fees		
Excavation permit	\$250	building or structure
Foundation permit	\$250	building or structure
Demolition permit	\$160	building or structure
Relocation permit (plus cost of capping off Village services)	\$160	building or structure
Solid fuel burning appliance permit	\$75	appliance
Fire suppression system permit	\$3	sprinkler head
	\$75	minimum fee per system
Fire detection and alarm system permit	\$75	system
Plumbing permit	\$15	fixture
	\$90	minimum fee per permit
Masonry permit	\$75	flue
Plan Processing Fee**		
Standard building	\$300	permit
Complex building	25% of permit fee	permit
Farm building	\$150	permit
Tenant improvement or building permit if cost of construction of proposed work is less than \$30,000	\$75	permit

Fee Type	Fee	Unit
INSPECTION FEES		
Re-inspection and special inspection	\$100	inspection
ADMINISTRATIVE AND MISCELLANEOUS FEES		
Professional design fee reduction if all aspects of the building or structure are certified in compliance with the Building Code and final Schedule Cs for all disciplines are submitted prior to occupancy	-5% of permit fee to a maximum of \$500	permit
Preparation and registration of covenants and other legal documents	\$100 + costs + 10%	document
Building Regulation Notice Against Title (Land Title and Survey Authority) Notice application/removal and administrative and registration fees	Greater of \$500 or cost + 10%	notice
Review of proposed alternative solution, in-house	\$100 + applicable taxes	hour; minimum 1 hour
Review of proposed alternative solution by third party	\$100 + costs + 10%	review
Miscellaneous services not otherwise listed	\$100 + applicable taxes	hour; minimum ¼ hour
Provisional occupancy permit	\$150	permit
Transfer of a permit to another person	\$100	permit
Building permit extension	\$100	permit
Plan revision after submission of building permit application	\$100 + applicable taxes	hour; minimum ¼ hour
SECURITY DEPOSITS		
Security deposit for site services as-built drawings	\$1,000	building permit
Security deposit for foundation permit	\$1,000	permit
Security deposit for work proposed on lands within 10 metres of Village works, detached or duplex	\$2,500	permit
Security deposit for work proposed on lands within 10 metres of Village works, multi-family residential	\$1,000	unit
Security deposit for work proposed on lands within 10 metres of Village works, other than residential	\$5,000	permit
Repair to damaged Village works	Costs + 10% + applicable taxes	

*See definition of *cost of construction*, Building Bylaw No. 912, 2021

** Non-refundable fee due at time of application.

October 13, 2021

To Mayor & Council,

This note is to kindly request the Village proclaim October 24th, 2021 as World Polio Day, one of Rotary International's largest, noble & impactful initiatives globally to "End Polio Now."

We are hopeful as council supported this last year, that you will be able to do so again this year.

Sincerely,

James Linklater
President- Rotary Club of Pemberton

Proclamation

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

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

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

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

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

NOW, THEREFORE, I, Mike Richman, Mayor of the Village of Pemberton and Council do hereby proclaim October 24th, 2021 as

WORLD POLIO DAY

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



Mayor

October 2021

Hi .. Lou-ann Neel, Catherine Urquhart, Tyler Harper, Simon Little, Clare Ogilvie Pemberton Council, and All in this Province

In the early 1990's I started proposing a new BC Flag and a new Provincial Name to better represent the diverse ethnicities this Province comprises. Visiting a very large park last week, it was really pleasing to see the many many World cultures represented there, some in their traditional and lively garments, and sharing picnic food of the widest variety. Canada is perhaps the most diverse Country of people now in the World. How lucky we are. British descendants in this Province have not been the dominant population since 70 + or - years ago. Premiers Mike Harcourt, Glen Clarke, and Gordon Campbell, wrote me back to say that it was a great idea, but ahead of its time then. This year our Province has been part of an independent Canada for 150 years and the Union Jack doesn't do anything to truly represent us now except for a history begun with early exploitation.

Recently the Mayors of Municipalities voted against a change of the Flag now. Most people are psychologically and unconsciously more secure to remain in the known. Therefore they are hesitant to make changes. Without offence, my experience living in many towns and cities here has been the Mayors and Politicians have generally been conservative, so perhaps they are the hesitant contemplate forever type.

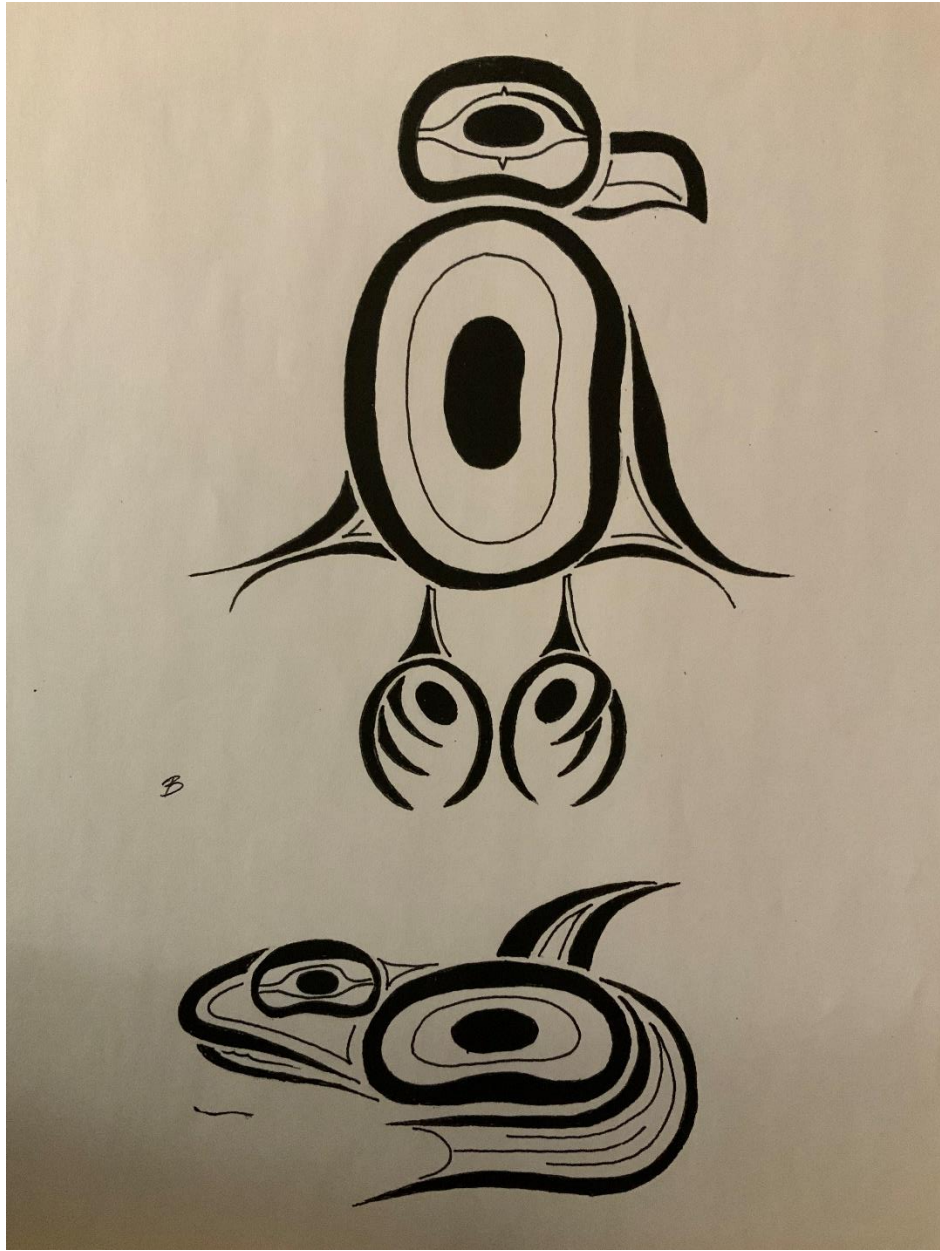
Lou-Anne, this is beautiful art you've designed for a Flag proposal. With the wide diversity we comprise, your Kwakwaka'wakw style could well represent us all. I have travelled the entire Coast by sailboat several times, and worked along the Coast too, so am familiar stopping at all the settlements on the many Islands and Mainland, including on Haida Gwaii and Alert Bay of Cormorant Island. I also lived in Bella Coola for 8 years which is an isolated community of Coast Salish people on the Mid-Coast.

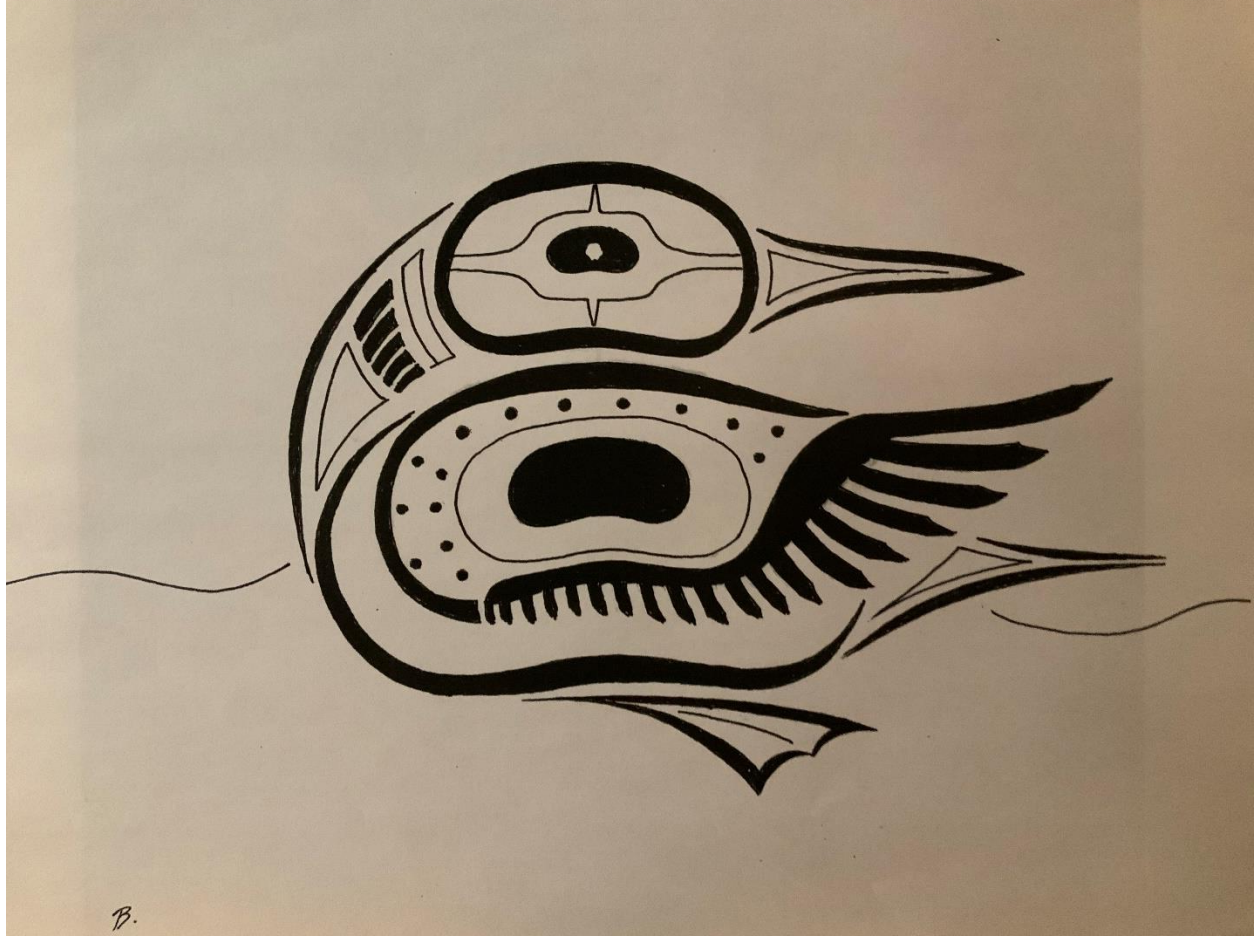
The only personal objection i have in your design Lou-Anne is the inclusion of the British Jack, as i've explained. Having lived in Victoria as a teen, i'm all too familiar with the old money ' More British than the Brits ' minority there that still tries to control Vancouver and Victoria ideas with defunct 'Britannia Rules the Waves ' archaic nonsense.

I have included the flag i proposed then (before digital cameras so the local news photographer didn't realise the single exposure Maple Leaf was unclear until the photo was developed..ha). The Victoria Colonist also ran a short story too, but rather than being impartial news, the reporter's article was his personal opinion rant that i was insulting Queen E. and suchlike. There's another amalgamation of your art Lou-Anne and my effort, sent for thoughts too.

A new Provincial Flag design and Name is now past due and an ideal we need to keep topical and relevant today. Perhaps as a new Provincial name we could consider the present use of Cascadia ? Bill Ark. [REDACTED], Invermere, Cascadia









Lou-Ann Neels reimagined B.C. Provincial flag includes Kwaigulth artistic elements that breathe new life into B.C.'s flag. (Lou-Ann Neel photo)



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*