

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, November 2, 2021, at 4:00 p.m. in Council Chambers at 7400 Prospect Street and via electronic means by ZOOM webinar. This is Meeting No. 1549.

"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/85733569531>

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 (4:00 PM)	
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. IN CAMERA (4:00 PM)	
THAT the meeting is closed to the public in accordance with the <i>Community Charter</i> Section 90 (1) (c) employee relations and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.	
3. RECESS REGULAR MEETING	
4. RECONVENE REGULAR MEETING (5:30 PM)	
5. APPROVAL OF AGENDA	1
Recommendation: THAT the agenda be approved as presented.	
6. RISE WITH REPORT FROM IN CAMERA	
7. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1547, Tuesday, October 19, 2021	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1547, held Tuesday, October 19, 2021, be approved as circulated.	
b) Special Council Meeting No. 1548, Thursday, October 21, 2021	12
Recommendation: THAT the minutes of Special Council Meeting No. 1548, held Thursday, October 21, 2021, be approved as circulated.	
8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	

- a) Recommendations from the Committee of the Whole Meeting No. 219 held on Tuesday, October 19, 2021:

BC Social Procurement Initiative

THAT the Committee of the Whole recommends to Council that Staff be directed to enroll the Village with the British Columbia Social Procurement Initiative.

10. COMMITTEE MINUTES - FOR INFORMATION

11. DELEGATION

12. 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 Committee & Liaison Appointments**

15

Recommendations: **THAT** Council review the 2021 Committee Appointment Listing, advise and make appointments for 2022 as required by resolution for the following:

- Emergency Planning & Operations Committee
- Parcel Tax Review Panel
- Cemetery Committee
- Squamish-Lillooet Regional District Board
- Pemberton Valley Utilities & Services Committee
- Pemberton Lillooet Treaty Advisory (PLTAC)
- Sea to Sky Hospital District Board
- Pemberton & District Library Board
- Municipal Insurance Association of BC
- Spelkúmtn Community Forest Interim Board

AND THAT Council provide direction with respect to the 2022 Acting Mayor Schedule;

AND THAT Council provide direction with respect to the liaison to other entities.

ii. **Community Enhancement Fund Contributions - Lil'wat Christmas Bureau and Pemberton Food Bank Christmas Hamper Program**

23

Recommendation: **THAT** Council provide direction.

c) **Finance**

i. **TD Bank Borrowing Resolution**

26

Recommendations: **THAT** Council of the Village of Pemberton authorizes staff to make application for TD Visa Credit Cards with a borrowing limit of \$50,000.00

AND THAT Council of the Village of Pemberton approve a Borrowing Resolution for securing the business credit cards.

13. BYLAWS

a) Bylaws for First, Second, and Third Readings

- i. Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment Bylaw No. 915, 2021** 28

Recommendation: THAT Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Household Waste) Bylaw No. 915, 2021, receive First, Second, and Third Readings.

- ii. Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Building Official Definition) Bylaw No. 916, 2021** 31

Recommendation: THAT Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Building Official Definition) Bylaw No. 916, 2021, receive First, Second, and Third Readings.

14. MAYOR’S Report

15. COUNCILLORS’ Reports

16. CORRESPONDENCE

17. DECISION ON LATE BUSINESS

18. LATE BUSINESS

19. NOTICE OF MOTION

20. QUESTION PERIOD

34

21. IN CAMERA

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

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 19, 2021 in Council Chambers at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 1547.

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
Scott McRae, Manager of Development Services
Lisa Pedrini, OCP Policy Planner
Chris Derouin, Building Official
Colin Brown, Planner
Vinka Hutchinson, Communications & Grant Coordinator
Nikki Segovia, Building & Planning Clerk
Gwendolyn Kennedy, Legislative Assistant

DELEGATION: Shannon Gordon, Whistler Community Services

PUBLIC: 1

MEDIA: 1

*** ATTENDED ELECTRONICALLY**

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

1. CALL TO ORDER

At 9:04 a.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 circulated.

CARRIED

3. RISE WITH REPORT FROM IN CAMERA

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1546, Tuesday, October 5, 2021

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1546 held Tuesday, October 5, 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

There was no verbal report from the Chief Administrative Officer.

b) Corporate & Legislative Services

i. 2022 Council Meeting Schedule

Moved/Seconded

THAT the 2022 Regular Council Meeting schedule be approved as presented.

CARRIED

At 9:23 a.m. Lisa Pedrini and Shannon Gordon joined the meeting.

c) Development Services

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

Moved/Seconded

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

CARRIED

Moved/Seconded

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

CARRIED

Moved/Seconded

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.

CARRIED

At 10:17 a.m. Ms. Pedrini and Ms. Gordon left the meeting.

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

Moved/Seconded

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

CARRIED

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

Moved/Seconded

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

CARRIED

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

Moved/Seconded

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

CARRIED

At 10:23 a.m. Building Official Chris Derouin joined the meeting.

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

Moved/Seconded

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

CARRIED

Moved/Seconded

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.

CARRIED

At 10:32 a.m. Building Official Chris Derouin left the meeting.

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

Moved/Seconded

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

CARRIED

Moved/Seconded

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.

CARRIED

11. Mayor's Report

Mayor Richman reported on recent meetings with Vancouver Coastal Health. As the numbers of fully vaccinated individuals rises and pop-up vaccine clinics disappear, discussion now focuses on how to make vaccines easily available to those who are not yet fully vaccinated. Mayor Richman noted that there will be a vaccination clinic in Pemberton on October 21st. CAO Gilmore added that vaccine clinics scheduled for November and December will take place at Pemberton Secondary School as the school can accommodate those waiting for the vaccine indoors. Discussion moved on to the question of where to obtain flu shots this year, as the local pharmacy does not have the resources to offer it.

Mayor Richman attended the regular minister meeting with the President of the Union of British Columbia Municipalities and the Honourable Josie Osborne, Minister of Municipal Affairs. Mayor Richman took advantage of the opportunity to press the Village's case for improved regional transit.

Mayor Richman will meet tomorrow with François Bouchard's successor at CN Rail to discuss solutions to the Lillooet River crossing at the CN rail bridge.

Next week, Mayor Richman will attend the quarterly meeting with the RCMP with CAO Gilmore, and the Squamish-Lillooet Regional District Board meetings.

12. Councillors' Reports

Councillor Craddock reported on the following:

- Extended kudos to Pemberton Valley Dyking District for the excellent work on the new culverts on the Arn Canal.

Councillor Zant reported on the following:

- Attended the Library Board meeting and noted the following discussion items:
 - a donation was received from the Squamish-Lillooet Regional District;
 - the board thanked the Friends of the Library for their donation from the proceeds of the recent used book sale; and
 - there will be two positions on the board to be filled at the next AGM.

Councillor Noble reported on the following:

- Attended the community mapping workshop on October 13th.

Councillor Antonelli did not report.

12. 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.**

Moved/Seconded

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

CARRIED

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.**

Moved/Seconded

THAT the correspondence be received.

CARRIED

13. DECISION ON LATE BUSINESS

Councillor Noble requested to introduce a late business item for discussion.

14. LATE BUSINESS

Halloween Fireworks Display:

Councillor Noble relayed to Council the concerns raised by some residents regarding the Halloween fireworks display being moved to the Meadows Soccer Fields. In particular, concern is related to the number of livestock in this area,

CAO Gilmore noted that this year's display has been moved back to Signal Hill Elementary School as the Fire Chief determined it could be accommodated but because of development in Tiyata a new location will have to be found for next year. Staff will be reviewing options and once a location selected the public will be informed well in advance of Halloween next year.

15. NOTICE OF MOTION

16. QUESTION PERIOD

There were no questions from the gallery.

17. IN CAMERA

Moved/Seconded

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.

CARRIED

At 10:51 a.m. Council moved in camera.

At 12:40 p.m. Council rose without report and recessed the Regular Meeting.

18. RECONVENE REGULAR MEETING

At 2:21 p.m. the Regular meeting was reconvened and Council moved back In Camera.

19. RISE WITH REPORT

At 2:19 p.m. Council rose with report on the following resolution:

Roaming Horses:

Moved/Seconded

THAT Staff seek a legal opinion related to the Village's legal liabilities with respect to roaming horses.

CARRIED

Moved/Seconded

THAT Staff reach out to the British Columbia Society for the Prevention of Cruelty to Animals, the RCMP Sea-to-Sky Detachment, and the Ministry of Transportation and Infrastructure for potential solutions, guidance, and resources;

AND THAT MLA Jordan Saturday and the Squamish-Lillooet Regional District be copied on the correspondence to the Ministry of Transportation and Infrastructure.

CARRIED

20. ADJOURNMENT

Moved/Seconded

THAT the Regular meeting be adjourned.

CARRIED

At 2:21 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

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

Minutes of the Special Meeting of Council of the Village of Pemberton held on Thursday, October 21, 2021, at 9:00 a.m. in Council Chambers and via electronic means through a ZOOM Webinar. This is Meeting No. 1548.

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

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Gwendolyn Kennedy, Legislative Assistant
Colin Brown, Planner

PUBLIC: 0

MEDIA: 0

*** ATTENDED ELECTRONICALLY**

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

1. CALL TO ORDER SPECIAL MEETING

At 9:03 a.m. Mayor Richman called the Special 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 add correspondence from Mayor Lisa Helps, City of Victoria, dated October 14, 2021, regarding paid sick leave for workers, under a new section 4, Correspondence for Information.

CARRIED

4. BYLAWS

a) Bylaws for Adoption

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

Moved/Seconded

THAT Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Electronic Meetings) Bylaw N. 909, 2021, be adopted.

CARRIED

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

Moved/Seconded

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

CARRIED

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

Moved/Seconded

THAT Village of Pemberton Advisory Planning Commissions Bylaw No. 626, 2009, Amendment (Electronic Meetings) Bylaw No. 911, 2021, be adopted.

CARRIED

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

Moved/Seconded

THAT Village of Pemberton Building Bylaw No. 912, 2021, be adopted.

CARRIED

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

Moved/Seconded

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

CARRIED

4. CORRESPONDENCE FOR INFORMATION

- a) Mayor Lisa Helps, City of Victoria, dated October 14, 2021, requesting support for the City of Victoria's resolution entitled *Paid Sick Leave For Workers*.

Moved/Seconded

THAT the correspondence be received.

CARRIED

5. ADJOURNMENT OF SPECIAL COUNCIL MEETING

Moved/Seconded

THAT the Special Council Meeting be adjourned.

CARRIED

At 9:10 a.m. the Special Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: November 2, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: 2022 Committee & Liaison Appointments

PURPOSE

The purpose of this report is to present to Council the current list of Committee and Board appointments and to confirm appointments of Village Council representative(s) for 2022.

BACKGROUND

Each year, in the fall, Council reviews the Committee and Liaison Appointment list and makes revisions if necessary, as several organizations in which the Village participates require that the appointment be made by resolution of Council for the following year. Council is also required to establish and confirm the schedule for Acting Mayor in the event of the Mayor’s absence.

Attached as **Appendix A** is the 2021 Council Committee listing and those appointments requiring a resolution of Council are highlighted in yellow.

DISCUSSION & COMMENTS

Appointment of Acting Mayor:

Pursuant to Section 130 (1) of the *Community Charter* and Section 11 of the Council Procedure Bylaw No. 788, 2015 Council must by December “*designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant*”.

Traditionally the Village has established a three-month rotation starting each December as follows:

- December, January, February
- March, April, May
- June, July, August
- September, October, November

This appointment schedule has been based on alphabetical order except in the case whereby a member of Council knows in advance they are unable to fulfill the role of Acting Mayor during the time assigned. When reviewing the Acting Mayor schedule, Council members may wish to consider vacation and work schedules that may impact their ability to fulfill the responsibilities during a specific period of the year.

The schedule for 2021 was established as follows:

December, January, February	Councillor Antonelli
March, April, May	Councillor Craddock
June, July, August	Councillor Zant
September, October, November	Councillor Noble

The Acting Mayor Schedule must be confirmed by resolution each year before December

Parcel Tax Roll Review Panel:

As per sections 204 (1) and (2) of the *Community Charter*, before a parcel tax is imposed for the first time on a new property, Council must appoint at least three (3) persons as the members of the Parcel Tax Review Panel. The Panel must then consider any complaints respecting the parcel tax roll and then must authenticate the roll, no later than March 16th.

In 2021 Councillors Antonelli, Noble and Zant were appointed to the Parcel Tax Roll Review Panel. The Panel has met in 2018, 2019 and 2021 but did not meet in 2020; however, it is anticipated there will be a need to hold a Panel meeting in 2022 therefore appointments will be required.

Appointments to the Panel by resolution are required for 2022.

Appointment to Council Committees:

Pursuant to Section 52 (b) of the Council Procedure Bylaw the Mayor is an ex-officio member of all Village of Pemberton Committees and is entitled to vote on any matter before a Committee. Although any Council member is entitled and welcome to attend a committee meeting section 52 (a) of the Council Procedure Bylaw No 788, 2015 notes that a Councillor is not entitled to vote on a question if they are not a member of that specific committee.

The Village does not have any Standing Committee's and utilizes the Committee of the Whole for other specific work.

Select Committee of Council:

Pursuant s. 142 of the *Community Charter*, a Select Committee is appointed by Council to consider or enquire into any matter and report its findings to Council. As per the legislation at least one (1) member of a Select Committee must be a Council Member. Currently, the Village does not have any Select Committees of Council.

Committee Established by Bylaw:

Emergency Planning & Operations Committee:

The *Village of Pemberton Emergency Measures Bylaw No. 539, 2004* establishes that the Village must have an Emergency Planning & Operations Committee. The role of the Committee is to facilitate emergency preparedness, response and recovery measures for the Village of Pemberton. Membership on the Committee as established in the Bylaw includes one member of Council, the CAO, Emergency Program Coordinator, Departments Heads or their designate and other members that Council may determine. The meeting schedule is determined by the Committee.

Councillor Noble is the currently appointed and an Alternate has not been assigned.

This appointment must be reaffirmed each year.

Working Committees:

A Working Committee is a Staff facilitated committee that may be established by the CAO or another organization to which a member of Council or Staff or both may represent the Village or Council acting as a liaison between the Committee and the Village. At this time, the Village has no Working Committee's that require participation by Council.

Community Committee:

A Community Committee may be a committee that is established by another organization or has been established by a group to bring together groups or individuals to work on a specific issue or undertake a project of some form. This is not a Committee of Council but rather a Committee on which the Village has been invited to participate. In this regard, the Village participates on the following Community Committees:

Cemetery Committee:

The Pemberton Cemetery is funded through the Squamish-Lillooet Regional District (SLRD) Pemberton Valley Utilities and Services (PVUS) Committee budget and oversight for the Cemetery is provided by a Committee made up of representatives from the Legion, a local resident, SLRD Electoral Area C and the Village. In 2016, the Village was requested to appoint a new member to the Board as the previous Village representative had moved and other members of the Board were retiring. The Village representative could be either a community member or a member of Council. At that time, it was decided that it would be appropriate for a Council member to represent the Village on the Committee.

Councillor Zant is the current Village appointment to the Cemetery Committee with Councillor Antonelli as the Alternate.

This appointment must be reaffirmed by resolution each year.

Joint Committees (Intergovernmental):

The Village participates on four (4) Joint or Intergovernmental Committees and the following members are currently appointed to represent the Village:

NuKwanTwal Intergovernmental Relations Committee:

The Mayor, Chief Administrative Officer and Sr. Community Partnerships and Communication Coordinator represent the Village.

It should be noted that in 2019 it was agreed that all of Council be appointed to the NuKwanTwal Gathering; however, as the Gathering is a community event in which the representatives of all the local jurisdiction Council's, Board's or Committees are invited it is not necessary to make an official appointment.

Pemberton Valley Emergency Management Committee:

The Mayor, Chief Administrative Officer and Emergency Program Coordinator represent the Village.

Regional Economic Development Collaborative:

The Village is represented by Councillor Craddock (who has been appointed as the Chair for 2020), the Chief Administrative Officer and the Sr. Community Partnerships & Communications Coordinator represent the Village with Councillor Antonelli appointed as the alternate.

Sea to Sky Regional Transit Commission:

The Village is represented by the Mayor, Councillor Craddock and the Chief Administrative Officer.

A resolution of Council is only required if a current sitting member wishes to step down from one of the above noted Committees.

Board Appointments:

Squamish-Lillooet Regional District Appointments:

The Village of Pemberton is represented on the Squamish-Lillooet Regional District (SLRD) Board and Committees affiliated with the work of the SLRD. Pursuant to section 197 and 200 of the *Local Government Act*, the Village's appoints one member to act as the Village representative to the SLRD Board and a second member as an Alternate. This is confirmed by resolution at the beginning of Council's term and reconfirmed each year before December. If either the Village representative or the Alternate resigns from Council or elects to no longer be the Village representative, then Council would be required to make a new appointment.

Squamish-Lillooet Regional District Board:

The SLRD Board meets on the third Wednesday and Thursday of the month.

In 2021, Mayor Richman was re-appointed as the Village of Pemberton representative with Councillor Zant as the Alternate.

Pemberton Valley Utilities and Services Committee (PVUS):

The PVUS Committee is a Committee of the Squamish-Lillooet Regional District Board, convened to discuss shared services between SLRD Electoral Area C and the Village of Pemberton. Committee recommendations are forwarded to the SLRD Board for endorsement. PVUS Committee meetings are held based on a schedule established by the Committee each year.

The current appointments are Mayor Richman and Councillor Zant.

Sea to Sky Regional Hospital District:

Sea to Sky Regional Hospital District exists to borrow funds and finance construction projects or equipment purchases at facilities located within the hospital district boundary. Regional hospital districts are governed under the provincial *Hospital District Act*. The Sea to Sky Regional Hospital District Board is composed of the SLRD Electoral Area C and D Directors, along with the Municipal Directors from the Village of Pemberton, the Resort Municipality of Whistler, and the District of Squamish.

Currently, Mayor Richman is the Village appointment with Councillor Zant the Alternate.

Pemberton Lillooet Treaty Advisory Committee (PLTAC):

The Village must appoint two (2) representatives to the Pemberton Lillooet Treaty Advisory Committee (PLTAC), which is a committee listed on the SLRD's exterior committee list. The mandate of the PLTAC is to ensure that local government interests are represented in the treaties being negotiated in the Pemberton-Lillooet area under the BC Treaty Commission (BCTC) process¹.

The PLTAC has not met in several years but in anticipation that there may be work for the Committee to do in the future it is recommended that Council make an appointment. The meeting schedule is based on the need to call a meeting and is coordinated by the SLRD.

Mayor Richman is the Village appointee with Councillor Zant the Alternate.

A resolution of Council must be submitted to the SLRD Board each year by December 1st confirming the Village's appointments to the above noted Committees for the following year.

Pemberton & District Library Board:

The Village of Pemberton is represented at the Library Board by a member of Council. The Library Board meets on the first Thursday of each month at 7pm in the Library except for July and August. Trustees are required to attend a minimum of six (6) meetings a year and each meeting lasts on average 1 – 1.5 hours.

The Village is represented by Councillor Zant with Councillor Noble the Alternate.

The Village is required to re-confirm appointments by resolution each year.

Spełkúmtn Community Forest Board:

In 2018, the Village and Lil'wat Nation established the Spełkúmtn Community Forest Corporation to make application to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development for a Community Forest Licence and subsequently oversee the operations of a the Spełkúmtn Community Forest.

The Community Forest Licence was approved in early 2021 and the Interim Board, which is made up of Mayor Richman, Councillor Craddock and Nikki Gilmore, Chief Administrative Officer, Chief Dean Nelson, Councillor Maxine Bruce and Kerry Mehaffey, Lil'wat Nation Chief Administrative Officer, remained in place to finalize several governance requirements before a new Board can be appointed. As it is anticipated that the administrative and governance work will proceed early in the new year it is recommended that the Village appointments be re-affirmed. Once this work is completed, as per the Community Forest Partnership Agreement between Lil'wat Nation and the Village of Pemberton, recruitment will take place for four (4) community members (2 from Lil'wat Nation and 2 from Village of Pemberton) to join the Board at which time those representing each organization on the Interim Board will step down. The Mayor and Chief will remain as Board members.

As the appointments to the Board are anticipated to conclude mid-year it is recommended that those already on the Board be reappointed so they may conclude governance work already underway.

These appointments must be re-affirmed by resolution for 2022.

Association Membership:

Municipal Insurance Association of BC:

The Village is a member of the Municipal Insurance Association of BC (MIABC). As such, the Village must appoint two (2) members of Council (one voting and one non-voting member) to represent the Village at the MIABC Annual General Meeting, which is held each year during the Union of British Columbia Municipalities (UBCM) meeting in September.

In 2021, Councillor Craddock and Councillor Antonelli were the Village representatives to MIABC.

The Village is required to confirm appointments by resolution each year.

Liaison to other entities (committees/boards):

In 2009, as a means of developing and supporting cooperation between jurisdictions and organizations, Council determined it would be productive to have a member of Council attend open meetings of other committees or organizations as means ensuring the Village is kept informed of initiatives or projects being undertaken in the community.

In the past, Council members have fulfilled this by attending meetings of the Pemberton Valley Dyking District (PVDD), Pemberton Valley Trails Association (PVTA) (if no one on Council was already a member of the organization) and the Signal Hill Elementary/Pemberton Secondary School Parent Advisory Committees. Attendance at other community committee meetings has also been dependent on individual Council member interests.

It should be noted that Council members attending these meetings are not appointments nor do they have any voting privileges as such they do not sit at the table as a board or committee member; rather Council members are in attendance as members of the public and observers.

In 2021, Council members expressed interest and attended the following Committee/Board meetings:

- Pemberton Valley Dyking District (Councillor Craddock)
- Pemberton Valley Trails Association (Councillor Noble)
- SLRD Agricultural Advisory Committee (Councillor Noble)
- Tourism Pemberton (Councillor Antonelli, Councillor Zant - Alternate)

It is recommended that Council members confirm if they wish to attend the above noted meetings in a liaison capacity for 2022.

COMMUNICATIONS

Upon confirmation of appointments, correspondence will be sent to each organization advising who the Village representative will be and providing contact information as appropriate.

The Committee appointment list will be posted on the Village website and Committee appointments will be added to each Council member's biography.

LEGAL CONSIDERATIONS

Establishing Committees and appointing representatives to Committees meets with legislation outlined in the *Community Charter* as noted above and the *Village of Pemberton Council Procedure Bylaw*.

IMPACT ON BUDGET & STAFFING

This report was prepared in-house and is incorporated as part of the regular routine of the Corporate & Legislative Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts to facilitate the committee appointments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The appointment of members of Council to Committees, joint Committees or Boards of other jurisdictions is not uncommon and supports intergovernmental relations.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council review the 2021 Committee Appointment Listing, advise and make appointments for 2022 as required by resolution for the following:

- Emergency Planning & Operations Committee
- Parcel Tax Review Panel
- Cemetery Committee
- Squamish-Lillooet Regional District Board
- Pemberton Valley Utilities & Services Committee
- Pemberton Lillooet Treaty Advisory (PLTAC)
- Sea to Sky Hospital District Board
- Pemberton & District Library Board
- Municipal Insurance Association of BC
- Spelkúmtn Community Forest Interim Board

AND THAT Council provide direction with respect to the 2022 Acting Mayor Schedule;

AND THAT Council provide direction with respect to the liaison to other entities.

Attachments:

Appendix A: 2021 Council Committee List

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

2021 VILLAGE OF PEMBERTON COMMITTEES & LIAISON

Approved by Council –Council Meeting No. 1525, October 20, 2020

COMMITTEE/BOARD	CHAIR/COUNCIL REPRESENTATIVE	ALTERNATE/OTHER	STAFF/OTHERS
Committee of the Whole Finance Public Works/Parks Governance Policy	Airport Fire Recreation	Chair – Mayor or Acting Mayor Council & CAO	
Parcel Tax Review Panel	Amica Antonelli Leah Noble Ryan Zant		
Emergency Planning & Operations Committee (established by Bylaw No. 539, 2004)	Leah Noble		CAO Emergency Prog. Co. Fire Chief Mgr. Fin & Admin Mgr. Ops & DS
<u>SELECT COMMITTEE</u>			CAO Sr. Communications and Community Partnerships Coordinator
Mayors Task Force COVID Response and Recovery	Mike Richman	Ryan Zant	
<u>STANDING COMMITTEE</u> - None			
<u>WORKING COMMITTEE</u> - None			
<u>COMMUNITY COMMITTEE</u>			
Cemetery Committee	Ryan Zant	Amica Antonelli	
<u>JOINT COMMITTEES (INTERGOVERNMENTAL)</u>			
NuKwanTwal Intergovernmental Relations Committee	Mike Richman		Sr. Community Partnerships & Communications Coordinator
Pemberton Emergency Management Committee (subcommittee of NuKwanTwal)	Mike Richman		CAO Emergency Program Coordinator
Regional Economic Development Collaborative	Ted Craddock	Amica Antonelli	CAO Sr. Community Partnerships & Communications Coordinator
Sea to Sky Regional Transit Commission/Committee	Mike Richman	Ted Craddock	CAO
<u>BOARD APPOINTMENTS</u>			
Squamish-Lillooet Regional District (SLRD)	Mike Richman	Ryan Zant	
Pemberton Valley Utilities & Services Committee (PVUS)	Mike Richman	Ryan Zant	CAO Mgr. Fin. & Admin
Pemberton Lillooet Treaty Advisory (PLTAC)	Mike Richman	Ryan Zant	
Sea to Sky Regional Hospital District Board	Mike Richman	Ryan Zant	
Pemberton & District Library Board	Ryan Zant	Leah Noble	
Municipal Insurance Association of BC (MIABC)	Ted Craddock	Amica Antonelli	
Spelkúmtn Community Forest Interim Board	Mike Richman	Ted Craddock	CAO
<u>LIAISON TO OTHER COMMITTEES/BOARDS</u>			
Pemberton Valley Dyking District	Ted Craddock		
Agricultural Advisory Committee (SLRD)	Leah Noble		
Pemberton Valley Trails Association	Leah Noble		
Tourism Pemberton	Amica Antonelli		Sr. Communications and Community Partnerships Coordinator
<u>ACTING MAYOR</u>			
December, January, February	Amica Antonelli		
March, April, May	Ted Craddock		
June, July, August	Ryan Zant		
September, October, November	Leah Noble		
Mayor is ex officio member of all committees. Chair is in Bold if one has been established.			
All Councilors are welcome to attend any committee meetings.			

Date: Tuesday, November 2, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate & Legislative Services

Subject: Community Enhancement Fund Contributions – Lil’wat Christmas Bureau and Pemberton Food Bank Christmas Hamper Program

PURPOSE

The purpose of this report is to request funding from the Community Enhancement Fund (CEF) to support the activities of the Lil’wat Christmas Bureau and Pemberton Food Bank Christmas Hamper Programs.

BACKGROUND

Each year the Village receives requests for funding to support the local food banks. Both Lil’wat Nation and Sea to Sky Community Services offer specific programs related to the festive season.

The Lil’wat Christmas Bureau seeks monetary donations, new unwrapped toys, and food donations to fill over 150 Christmas Hampers which are distributed to Elders and families in need in the community. The Hampers include everything needed for a festive family dinner, breakfast, and wrapped toys from Santa for the children in a household.

The Pemberton Food Bank Christmas Hamper Program, which is facilitated by Sea to Sky Community Services, is made possible through the support of volunteers who donate time filling and distributing the hampers, as well as local organizations that provide both monetary and in-kind contributions. The hampers include food for Christmas dinner and toys from Santa for children of the household.

The Village’s donation will help families in need throughout our community over the Holiday Season.

Criteria

The Community Enhancement Fund application states that the Village will provide funding to not-for-profit Organizations, Entities or Societies based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefit of its residents in the following areas:

- Sports, Recreation and Education
- Arts and Culture, or
- Special Events.

The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at Council's discretion and will be authorized by Council resolution.

As such, Council has established the following priorities:

- a) non-profit groups and/or activities which either promote the Village of Pemberton; or
- b) benefit a large number of Pemberton residents; or
- c) involve participation of a large number of Pemberton residents; or
- d) others as authorized by statute.

Applications or events that have secured additional funding through fundraising or own initiative will be given priority.

Funding will be considered for Village organizations providing sports, recreation and education, arts and culture, and special event services in any of the following:

- New Programs
- Expansion of current programs
- Leadership development
- New or expanded special events
- Special projects

DISCUSSION & COMMENTS

The CEF has a balance of \$1,000 remaining for 2021. Staff is recommending that Council support both programs from the CEF, in an amount of \$250 each for a total of \$500, leaving a remainder of \$500.

This request meets the criteria of the CEF granting policy under *Special Events & Expansion of Current Programs* criterion and meets the priority to *benefit a large number of Pemberton residents*.

The Village has consistently responded to the call for support and over the years contributed both financially and through donations of food and unwrapped gifts. The COVID-19 Pandemic has created more need in the community and both programs are expected to be overwhelmed with requests this year. While Staff is recommending a contribution of \$250 to each program Council may wish to allocate a larger amount given there are funds available in the CEF which would enable a contribution of up to \$500 each.

COMMUNICATIONS

There are no communications elements anticipated.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

Community Enhancement Fund Reconciliation – As of October 31, 2021

2021 Budget Amount		\$7,500	
Contributions Expensed:			
Village of Pemberton Bursary	\$2,000		Yearly allocation
Roundabout Sign Administration	\$3,000		Yearly allocation as per Regular Meeting No. 1386, January 6, 2015
Rotary/Chamber Golf Tournament	\$ 500		Mtg No. 1544, August 31, 2021
Lytton Fire Recovery Fund	\$1,000		Mtg No. 1545, September 21, 2021
TOTAL ALLOCATED TO DATE:	\$6,500		
CEF FUNDS REMAINING:		\$1,000	
Requested Contributions:			
Lil'wat Christmas Bureau	\$250		
Pemberton Food Bank – Christmas Hamper Program	\$250		
Remainder after contributions:		\$ 500	

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The Christmas Hamper Program will also benefit residents from all of the neighbouring jurisdictions.

ALTERNATIVE OPTIONS

Option One: Support a contribution of \$250 from the Community Enhancement Fund to both the Lil'wat Christmas Bureau and the Pemberton Food Bank Christmas Hamper Program.

Option Two: Support a contribution, in an amount to be determined by Council, to both the Lil'wat Christmas Bureau and the Pemberton Food Bank Christmas Hamper Program.

RECOMMENDATIONS

THAT Council provide direction.

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

Date: Tuesday, November 2, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Jeanette Einarson, Senior Accountant Supervisor
Subject: TD Bank Borrowing Resolution

PURPOSE

The purpose of this report is to seek Council's approval for TD VISA Corporate credit cards for managers.

BACKGROUND

The Village is closing the Scotia Bank accounts including the current Scotia Visa credit cards, of which we hold six (6) and is seeking to add TD Visa credit card accounts to be consistent with our current banking institution.

DISCUSSION & COMMENTS

The Village is seeking six (6) TD Visa credit cards:

1 – Chief Administrative Officer	\$20,000.00
1 – Manager of Finance	\$10,000.00
1 – Manager of Operations	\$5,000.00
1 – Manager of Development Services	\$5,000.00
1 – Manager of Recreation Services	\$5,000.00
1 – Fire Chief	<u>\$5,000.00</u>
	\$50,000.00

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing,

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on region or neighboring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options that Staff recommends at this time.

RECOMMENDATIONS

THAT Council of the Village of Pemberton authorizes staff to make application for TD Visa Credit Cards with a borrowing limit of \$50,000.00

AND THAT Council of the Village of Pemberton approve a Borrowing Resolution for securing the business credit cards.

Prepared by:	Jeanette Einarson, Senior Accountant Supervisor
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: November 2, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Lyndsey Anic, Bylaw Services Administrative Assistant

**Subject: Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment
(Household Waste) Bylaw No. 915, 2021**

PURPOSE

The purpose of this report is to present to Council the Parks and Public Spaces Use Bylaw No. 797, 2016 Amendment (Household Waste) Bylaw No. 915, 2021, for First, Second and Third Readings

BACKGROUND

In recent years, there has been an increase in household waste being deposited into public garbage receptacles in Village Parks. While the current Parks and Open Spaces Use Bylaw references waste generated outside the public space it does not specifically refer to household garbage. As such, given the Village is seeing an increase in the dumping of household waste Staff have determined it would be prudent to include that this type of disposal is also not permitted.

Currently, when household waste is found and the owner of that waste can be identified, notices and/or fines are issued.

DISCUSSION & COMMENTS

The Bylaw in its current form addresses the issue in section 7.4 as follows:

“7.4 No person shall dispose of waste generated outside a public space by depositing the waste in a waste receptacle or anywhere else inside or on any public space,”

However, for clarity, Staff feel that ‘household garbage’ specifically should be addressed given the increase in household garbage being found in the public garbage bins.

Staff have undertaken research and compared the Village’s Parks and Public Space Use Bylaw with similar bylaws in other Municipalities regarding this specific issue. In this regard, Staff is proposing that an additional clause be incorporated under section 7 as follows:

7.5. No person shall dispose of household waste in public waste receptacles

As well, to provide further clarity with respect to the meaning of Park the following definition is recommended to be added to the Bylaw under section 2 Definitions:

“Park means any improved Public Space and, without limitation, includes the following; parks, playgrounds, green space, paths, trails, campground, sport fields under the care and management of the Village”.

Staff is currently working on an administrative update to the Bylaw Notice Enforcement Bylaw which sets out the fines for contravention of bylaws. This new clause in the Parks and Public Spaces Use Bylaw will be incorporated into that amendment. This amending bylaw will be brought forward to an upcoming meeting of Council.

COMMUNICATIONS

There are no communications considerations required.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

Review and preparation of the draft amending bylaw is a component of the day-to-day operations of the Department of Corporate & Legislative Services and there are no budget impacts as the bylaw has been prepared in-house.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts and no approvals are required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Household Waste) Bylaw No. 915, 2021 receive First, Second and Third Readings.

ATTACHMENTS:

Appendix A: Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Household Waste) Bylaw No. 915, 2021

Prepared by:	Lyndsey Anic, Bylaw Services Administrative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

**VILLAGE OF PEMBERTON
BYLAW No. 915, 2021**

A bylaw to amend Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016

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 Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Household Waste) Bylaw No.915, 2021”.

PART 2: APPLICATION

2.1. Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, is amended as follows:

a) **PART 2 DEFINITIONS** is amended by:

i. adding the following definition to section 2:

“**Park**” means any improved **Public Space** and, without limitation, includes the following: parks, playgrounds, green space, paths, trails, campgrounds, and sport fields under the care and management of the Village.

b) **PART 7 Pollution of Public Spaces & Streams** is amended by inserting section 7.5 as follows:

No person shall dispose of household waste in public waste receptacles

READ A FIRST TIME this 2nd day of November, 2021.

READ A SECOND TIME this 2nd day of November, 2021.

READ A THIRD TIME this 2nd day of November, 2021.

ADOPTED this ____ day of ____, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, November 2, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Building Bylaw Amendment (Building Official Definition) Bylaw No. 916, 2021 – First, Second, and Third Readings

PURPOSE

The purpose of this report is to present to Council Building Bylaw No. 912, 2021, Amendment (Building Official Definition) Bylaw No. 916, 2021 for First, Second, and Third Readings.

BACKGROUND

On October 21, 2021, Council adopted [Village of Pemberton Building Bylaw No. 912, 2021](#). Since then, Staff have noted that the bylaw was adopted with the incorrect definition of building official. This amendment corrects this error.

DISCUSSION & COMMENTS

The proposed amendment bylaw, attached as **Appendix A**, replaces the following definition of Building Official:

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.

with the following new definition:

Building Official means a person designated by the Chief Administrative Officer to administer this bylaw, who is:

- (a) a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia; or
- (b) a member of the Building Officials' Association of British Columbia and who, has the qualifications described in Section 11 of the *Building Act*.

The new definition is broader than the original and aligns with the *Building Act*. This change was inadvertently left out of the Report to Council presented at First, Second, and Third Readings of the new bylaw on October 19, 2021.

COMMUNICATIONS

The proposed amendment does not require a communications element.

LEGAL CONSIDERATIONS

This definition amendment received legal review and is in alignment with the *Building Act*.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

The proposed amendment bylaw has been reviewed and approved.

Interdepartmental Approval by:	Scott McRae, Manager of Development Services
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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

THAT Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Building Official Definition) Bylaw No. 916, 2021, receive First, Second, and Third Readings.

ATTACHMENTS:

Appendix A: Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Building Official Definition) Bylaw No. 916, 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. 916, 2021**

A bylaw to amend Village of Pemberton Building Bylaw No. 912, 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 Building Bylaw No. 912, 2021, Amendment (Building Official Definitions) Bylaw No. 916, 2021”.

PART 2: APPLICATION

- 2.1. Village of Pemberton Building Bylaw No. 912, 2021, is amended as follows:

- a) in section 2.2, by striking out the definition of Building Official and inserting in its place the following definition:

Building Official means a person designated by the Chief Administrative Officer to administer this bylaw, who is:

- (a) a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia; or
- (b) a member of the Building Officials’ Association of British Columbia and who, has the qualifications described in Section 11 of the *Building Act*.

READ A FIRST TIME this 2nd day of November 2021.

READ A SECOND TIME this 2nd day of November 2021.

READ A THIRD TIME this 2nd day of November 2021.

ADOPTED this ____ day of _____ 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

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*