

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, February 15, at 9:00am via electronic means by ZOOM webinar. This is Meeting No. 1555.

"This meeting is being recorded as authorized by the [Video Recording & Broadcasting of Open Meetings Policy](#).

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/83104363266>

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. 1554, Tuesday, February 1, 2022	7
Recommendation: THAT the minutes of Regular Council Meeting No. 1554, held Tuesday, February 1, 2022, 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.	
ii. 2021 Fourth Quarter Strategic Priorities Update	14
Recommendation: THAT the 2021 Fourth Quarter Strategic Priorities Update be received for information.	
b) Corporate & Legislative Services	
i. 2021 Fourth Quarter Administration Update	27

Recommendation: THAT the Corporate & Legislative Services 2021 Fourth Quarter Administration Update report be received.

ii. Regular Council Meeting 2021 Fourth Quarter Outstanding Resolutions Listing - Update 33

Recommendation: THAT Council receives the Regular Council Meeting 2021 Fourth Quarter Outstanding Resolutions Listing – Update report.

iii. Appointment of Approving Officer 37

Recommendation One: THAT the appointment of Nikki Gilmore as Approving Officer for the Village of Pemberton be rescinded effective March 5, 2022.

Recommendation Two: THAT Tom Csima, Manager of Operations & Projects, be appointed Approving Officer for the Village of Pemberton effective March 5, 2022.

iv. Appointment of Financial Officer 40

Recommendation: THAT the appointment of Nikki Gilmore as Financial Officer for the Village of Pemberton be rescinded effective February 15, 2022:

AND THAT Mr. Thomas Sikora be appointed as Financial Officer for the Village of Pemberton, with all the duties and responsibilities assigned under Section 149 of the *Community Charter* and Village of Pemberton Officers Bylaw No. 683, 2011, effective February 15, 2022;

AND THAT Mr. Thomas Sikora be added as an administrative signing authority on the Village of Pemberton TD Bank account (s), the Village of Pemberton Scotiabank account (s) and the North Shore Credit Union account (s);

AND THAT Mr. Thomas Sikora be added as a signing authority on all authorizations from Municipal Finance Authority by the Village of Pemberton.

v. Lower Mainland Local Government Association – Resolutions for Consideration 42

Recommendation One: THAT Council approves the following resolution for submission to the 2022 Annual Conference and AGM of the Lower Mainland Local Government Association:

Whereas many small community volunteer fire departments and societies provide vital highway rescue services for vehicle crashes that occur on provincial highways;

And whereas reimbursement of costs under the current model leaves fire departments and local governments to absorb a significant part of the cost of providing the service;

Therefore be it resolved that UBCM request that the Province revise the funding model to ensure that fire departments and societies are reimbursed for all highway rescue incidents to which they attend outside the municipal boundaries;

And be it further resolved that UBCM request the Province to consider permitting fire departments to be reimbursed by the Insurance Corporation of British Columbia for highway rescue services at a rate determined by

Emergency Management BC in consultation with the Office of the Fire Commissioner of British Columbia.

Recommendation Two: That Council provides direction with respect to a resolution regarding old growth forest preservation for submission to the 2022 Annual Conference and AGM of the Lower Mainland Local Government Association.

c) Development Services

i. Development Permit No. 91 Authorization for Issuance – Sunstone Phase 2B and Development Permit No. 92 Authorization for Issuance - Sunstone Phase 2C

56

Development Permit No. 91 – Sunstone Phase 2B

Recommendation One: THAT Development Permit No. 91 include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres.

Recommendation Two: THAT Council authorizes Development Permit No. 91, with variances, for issuance to Sunstone Ridge Developments Ltd. on a portion of Lot 2, DL 211 LLD, Plan EPP72101, Except Plan EPP88381 (PID 030-329-621) subject to:

- Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$28,770 to secure landscaping.

Development Permit No. 92 – Sunstone Phase 2C

Recommendation One: THAT Development Permit No. 92 include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres.

Recommendation Two: THAT Council authorizes Development Permit No. 92, with variances, for issuance to Sunstone Ridge Developments Ltd. on a portion of Lot 2, DL 211 LLD, Plan EPP72101, Except Plan EPP88381 (PID 030-329-621) subject to:

- Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$44,544.00 to secure landscaping.

ii. Agricultural Land Commission, Non-Farm Use Application - 1641 Airport Road

64

Recommendation: THAT the Non-Farm Use application submitted by Cameron Watt, on behalf of property owner Little Prairie Holdings Ltd , for the development of a RV Park at 1641 Airport Road (legally described as Lot 1, DL 204, Lillooet District, Plan 32712 (PID: 002-778-874) be supported;

AND THAT Staff be directed to forward the application to the Agricultural Land Commission (ALC) for consideration, and note the following concerns:

- Proposed density is necessary to be viable
- Concerns over impacts on adjacent agricultural uses
- Potential for other non-soil based agricultural uses
- Impacts on soil permeability, ability to restore the soil post-use, and future farming viability
- Potential precedent for other Agricultural Land Reserve lands

AND THAT the applicant be required to submit a report from a qualified Agrologist to confirm the quality of the agricultural land that is the subject of this application, and informs the ALC decision on this matter;

AND THAT Council direct Staff to address the following considerations through any future Official Community Plan and Rezoning application(s):

- Density
- RV stall size
- Traffic impacts
- Setbacks
- Fire protection
- Quiet Hours
- Security for community farm proposal
- Community amenities and benefits, including the proposed pool
- Riparian setbacks

iii. 2021 Fourth Quarter Report

94

Recommendation: **THAT** the Development Services 2021 Fourth Quarter Report be received for information.

d) Operations

i. 2021 Fourth Quarter Report

100

Recommendation: **THAT** the Operations Department 2021 Fourth Quarter Report be received.

ii. Water Treatment Investigation Report

106

Recommendation One:

THAT Council receives the Water Treatment Investigation Report, dated January 31st, 2022, prepared by Kerr Wood Leidal.

Recommendation Two:

THAT staff publish the Water Treatment Investigation Report on the Village of Pemberton website.

Recommendation Three:

THAT staff be directed to submit an application for grant funding for the Village of Pemberton Water Treatment Facility Project through the Investing in Canada Infrastructure Program – Environmental Quality.

Recommendation Four:

THAT Council supports the project and commits to its share of up to \$2.19M of the project, as well as cost overruns.

e) Recreation Services

i. 2021 Fourth Quarter Report

156

Recommendation: **THAT** Council receives the Recreation Services 2021 Fourth Quarter Report for information.

f) Pemberton Fire Rescue

i. 2021 Fourth Quarter Report

164

Recommendation One: THAT the Pemberton Fire Rescue 2021 Fourth Quarter Report be received for information.

Recommendation Two: THAT the Pemberton Fire Rescue 2021 Annual Report be received for information.

10. BYLAWS

a) Village of Pemberton Bylaws for First, Second, and Third Readings

i. Village of Pemberton Water Treatment Plant Borrowing Bylaw No. 922, 2022 191

Recommendation: THAT Council give First, Second and Third Readings to the Village of Pemberton Water Treatment Facility Loan Authorization Bylaw No. 922, 2022.

11. MAYOR'S Report

12. COUNCILLORS' Reports

13. CORRESPONDENCE

a) Correspondence for Action

i. Leslie Baird, Mayor, Village of Cumberland, dated January 28, 2022, requesting support for Private Members Bill C-216, Health-Based Approach to the Substance Use Act, which has received first reading in the House of Commons. 192

Recommendation: THAT Council provides direction.

ii. Isabella Lee, BC Public Relations and Communications Advisor, BC Council, Girl Guides of Canada, dated January 31, 2022, asking for support for girl empowerment in BC this February 22, by lighting up the Village buildings with exterior lighting or interior window lights in the colour blue. 195

Recommendation: THAT Council provides direction.

iii. Rod Crowe, Mayor, Village of Chase, addressed to Mel Arnold, Member of Parliament, North Okanagan-Shuswap, dated February 1, 2022, supporting the "Call to Action" petition and the District of Lillooet's motion requesting that provincial and federal governments provide better forest management and wildfire protection practices in British Columbia to provide better protection for all of us from wildfires, landslides, and floods. 197

Recommendation: THAT Council provides direction.

b) Correspondence for Information

i. Laura Dupont, President, Lower Mainland Local Government Association, dated January 26, 2022, presenting a message from the president. 199

ii. Lisa Helps, Mayor, City of Victoria, dated February 2, 2022, requesting resolutions of support for the current legal challenge against the discrimination of freedom of religion in Quebec's Bill 21 – An Act respecting the laicity of the State. 203

- iii. Jack Crompton, past President, Lower Mainland Local Government Association, dated February 3, 2022, presenting the call for nominations for Lower Mainland Local Government Association executive. 207
- iv. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 3, 2022, announcing the launch of the Canada Performing Arts Workers Resilience Fund that will provide \$60 million to help workers in the live performance sector. 210
- v. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 3, 2022, announcing the launch of a call for applications for new projects that will support public transit systems across Canada, with applications to the Zero Emission Transit Fund, the Active Transportation Fund, and the Rural Transit Solutions Fund now being accepted. 211
- vi. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 8, 2022, announcing a call for proposals for projects through the Sectoral Workforce Solutions Program that will help connect thousands of Canadians with the training they need to access good jobs in in-demand sectors. 212
- vii. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated February 10, 2022, announcing a new multi-stream open call for proposals under the Canada Service Corps that will build on the past success of the Canada Service Corps program by expanding its scope and engaging even more young Canadians from coast to coast. 214

Recommendation: THAT the correspondence be received.

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

215

18. IN CAMERA

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

19. RISE WITH REPORT

20. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, February 1, 2022 at 4:00pm via electronic means through a ZOOM Webinar. This is Meeting No. 1554.

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
Emily White, HR Coordinator
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 3

MEDIA: 1

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

Prior to calling the Regular Meeting to order, Mayor Richman advised that pursuant to section 10 (a) of the Village of Pemberton Council Procedure Bylaw No. 788, 2015 this meeting will be held electronically with no in-person attendance.

1. CALL TO ORDER

At 3:45pm 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. IN CAMERA

Moved/Seconded

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

CARRIED

At 3:45pm Council moved in camera.

3. RECESS REGULAR MEETING

At 4:56pm the Regular Meeting was recessed.

4. RECONVENE REGULAR MEETING

At 5:33pm the Regular meeting was reconvened.

Mayor Richman requested 30 seconds of silence in acknowledgement of the recent horrific discovery at Williams Lake Residential School.

Mayor Richman advised that pursuant to section 10 (a) of the Village of Pemberton Council Procedure Bylaw No. 788, 2015 this meeting will be held electronically with no in-person attendance.

5. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

6. RISE WITH REPORT FROM IN CAMERA

7. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1553, Tuesday, January 18, 2022

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1553, held Tuesday, January 18, 2022, be approved as circulated.

CARRIED

8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

10. COMMITTEE MINUTES – FOR INFORMATION

11. DELEGATIONS

12. STAFF REPORTS

a) Office of the Chief Administrative Officer

i. Verbal Report

CAO Gilmore did not provide a verbal report.

At 5:36pm Emily White joined the meeting.

ii. Village Bursary Policy Amendment

Moved/Seconded

THAT the Village Bursary Policy be amended to include the following clause:

In the instance Council is unable to agree upon a single, clear recipient of the award based upon the above criteria, Council reserves the right to split the total value of the award between two successful recipients.

CARRIED

Moved/Seconded

THAT the Village Bursary funds be increased from \$2,000 to \$3,000.

CARRIED

At 5:51pm Ms. White left the meeting.

b) Corporate & Legislative Services

i. Lower Mainland Local Government Association – Call for Resolutions

Moved/Seconded

THAT the following resolution be submitted to the Lower Mainland Local Government Association for presentation at the 2022 Annual Conference and AGM:

WHEREAS the current funding model for RCMP services results in an immense financial burden for small municipalities when their population grows above 5,000;

AND WHEREAS a large proportion of RCMP time and budget goes to policing provincial highways that either run through or beside small communities;

THEREFORE BE IT RESOLVED THAT UBCM request that the Provincial government develop a more transitional funding model for RCMP services for small communities that would see incremental adjustments as a

community grows beyond 5,000 and then beyond 10, 000 and finally over 15,000 residents;

AND BE IT FURTHER RESOLVED THAT the Union of British Columbia Municipalities be involved in the development of the policy.

CARRIED

Moved/Seconded

THAT Staff research resolutions previous submitted to the Lower Mainland Local Government Association and the Union of British Columbia Municipalities regarding the funding of local fire services with reference to the cost of responding to motor vehicle accidents outside of the municipal boundaries, and bring back this information to a future meeting of Council.

CARRIED

Moved/Seconded

THAT Staff research previous resolutions submitted to the Lower Mainland Local Government Association and the Union of British Columbia Municipalities regarding old growth forest preservation and bring back this information, and the new provincial policy regarding the harvesting of old growth forests, to a future meeting of Council.

CARRIED

13. BYLAWS

14. Mayor's Report

a) Reconsideration of Development Permit No. 91 – Sunstone Phase 2B Common Lot Grading

Moved/Seconded

THAT Council refer Development Permit No. 91 back to Staff to address the retaining wall variance before reconsideration by Council.

CARRIED

b) Verbal Report

Mayor Richman attended the following meetings:

- Quarterly meeting with Inspector Robert Dykstra, Officer-in-Charge (OIC) of the Sea-to-Sky Detachment of the RCMP:
 - The new schedule has been implemented with five constables and Corporal Scott Langtry dedicated to Pemberton, and a sixth constable may be added.
 - Monthly meetings with OIC Dykstra, Sergeant Sasha Banks and Corporal Langtry will be scheduled.
 - Inspector Dykstra will attend the upcoming youth dance at the Pemberton Community Centre as DJ.

- Regular updates to Council will begin soon.
- Kick-Off Meeting – Ring Dikes
 - Elected officials and staff from Squamish-Lillooet Regional District, Lil'wat Nation, Pemberton Valley Dyking District, and the Village of Pemberton met to consider constructing ring dikes to protect sensitive or high-density areas. This work will proceed with the assistance of NorthWest Hydraulic Consultants.
- Squamish-Lillooet Regional District meetings on January 26th and 27th:
 - This was the first 2022 budget session. The proposed budget increases can mostly be absorbed by the non-market change of \$395 million.

Mayor Richman congratulated local athletes Trinity Ellis and Ethan Hess on qualifying for the 2022 Olympic and Paralympic Winter Games to be held in Beijing. Trinity will compete in luge and Ethan in nordic skiing.

15. Councillors' Reports

Councillor Craddock reported on the January 20th Pemberton Valley Dyking District meeting, where results of the recent survey were discussed, and future funding options were considered.

Councillor Zant reported on the Pemberton and District Public Library AGM, where new appointments were made to the board.

Councillor Noble reported did not report.

Councillor Antonelli did not report.

13. CORRESPONDENCE

a) Correspondence for Action

- i. **Katrina Nightingale, dated January 25, 2022, expressing concern regarding the planned logging of old growth forest in the Upper MacKenzie Basin by Spełkúmtn Community Forest.**

Moved/Seconded

THAT the correspondence from Katrina Nightingale, dated January 25, 2022, be forwarded to the Spełkúmtn Community Forest Board of Directors.

CARRIED

b) Correspondence for Information

- i. **Peter Busse, Mayor, District of Lillooet, addressed to Brad Vis, MP for Mission-Matsqui-Fraser Canyon, dated December 15, 2021, presenting**

a petition and resolution asking the provincial and federal governments to assess and improve current policies and guidelines regarding forest and wildfire management, and inviting other BC communities to adopt similar resolutions.

- ii. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated January 27, 2022, announcing an investment of \$73.1 million for the third intake of the CleanBC Communities Fund through the Investing in Canada Infrastructure Program – Green Infrastructure Stream. Applications will be accepted until May 25, 2022.**
- iii. Gina McKay, Mayor, District of Stewart, dated January 28, 2022, in support of the District of Lillooet’s BC Wildfires petition.**

Moved/Seconded

THAT correspondence items i. and iii. be received.

CARRIED

Moved/Seconded

THAT correspondence item ii. regarding the third intake of the CleanBC Communities Fund through the Investing in Canada Infrastructure Program – Green Infrastructure Stream be referred to Staff.

CARRIED

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

Katrina Nightingale, Squamish-Lillooet District resident, asked Mayor Richman to clarify how the Village reconciles its values as expressed in the Community Climate Action Plan with the logging of old growth forests planned by the Spelkúmtn Community Forest for the Upper MacKenzie Basin, and asked about opportunities for the public to become involved in the Spelkúmtn Community Forest.

18. IN CAMERA

Moved/Seconded

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

CARRIED

At 6:43pm the Regular meeting was recessed.

At 6:50pm Council moved in camera.

19. RISE WITH REPORT

At 7:50pm Council rose with report regarding the following appointment:

Sheena Fraser is appointed to the position of Acting Chief Administrative Officer effective March 5, 2022.

20. ADJOURNMENT

Moved/Seconded

THAT the Regular meeting be adjourned.

CARRIED

At 7:50pm the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, February 15, 2020

To: Council

From: Nikki Gilmore, Chief Administrative Officer

Subject: Office of the CAO 2021 Fourth Quarter Strategic Priorities Update

PURPOSE

The purpose of this report is to provide Council with an update on the Strategic Priorities and activities of the Office of the CAO for the Fourth Quarter.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's Strategic Priorities and Office of the CAO projects and activities.

DISCUSSION & COMMENTS

The Fourth Quarter saw the completion of a recruitment exercise to hire an Executive Assistant who will start full time in their position during the First Quarter 2022 to assist the CAO with special projects including those that were assigned to the former Project and Research Coordinator position. Throughout the end of the Fourth Quarter the Executive Assistant began to take on a number of these strategic priorities in advance of their official start date as the candidate was a current Staff member.

The following sections detail the tasks/projects undertaken in the Fourth Quarter for the Office of the CAO:

Emergency Management:

The following provides Fourth Quarter Updates for the Emergency Program Coordinator:

- Member of the Emergency Operations Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team).
- Coordinated the annual internal earthquake drill – ShakeOut BC that provided Staff with the opportunity to practice the internationally recognized safety procedure of “Drop, Cover and Hold On”.
- Attended Emergency Management BC's Fall Readiness Workshop that focused on flood and landslide preparedness and stakeholder roles and responsibilities.
- Facilitated a workshop related to the Community Disaster Resilience Plan project to identify and produce a map with the Village's critical infrastructure.
- In collaboration with the Canadian Red Cross, onboarded and orientated two (2) additional Emergency Support Services volunteers.
- Coordinated the response, recovery and Emergency Support Services for the two Atmospheric River events and landslide event throughout November and December with

facilitation of a debrief and After-Action Review to identify what worked well, challenges encountered, lessons learned and areas for improvement.

- Audited Emergency Operations Centre (EOC) procedures and equipment based on After Action Reviews from EOC activations to address IT issues and gaps.

Communications and Grant

The following provides Fourth Quarter Updates for the Communications and Grant Coordinator:

- Member of the Emergency Operations Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team) as well as two (2) Atmospheric River events.
- Submitted two (2) grant funding applications and supported the submission of three (3) more to support 2021 Strategic Priorities and shovel-ready projects.
- Provided ongoing strategic communications planning, branding and collateral development, public relations and media support, website and social media management and emergency response communications.

Human Resources

The following provides Fourth Quarter Updates for the HR Coordinator:

- Member of the Emergency Operations Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team); providing legal opinion, data and research for Council to determine whether a mandatory vaccine mandate be considered for Staff.
- Onboarded three (3) new members of the team including two (2) new Managers and concluded recruitment efforts for two (2) positions starting in the First Quarter 2022.
- Provided Council with recommendations for the recruitment of the next Chief Administrative Officer and assisted in engaging the recruiting firm.
- Took on the coordination of IT services following the resignation of the Accounting and IT Coordinator.
- Launched the Compressed Workweek Trial for Union members.
- Launched End of Year Performance Evaluation process and Staff Survey feedback.

Executive Assistant

In December 2021 Lyndsey Anic, started to transition part time into her new role as Executive Assistant, taking on the following projects:

- Supported the CAO with the RFP responses to Municipal Hall and Fire Hall development.
- Represented the Village as a liaison to BC Transit, the Regional Economic Development Collaborative, Destination BC Sea to Sky Committee.
- Attended the Municipal Technical Advisory Committee (MTAC) on Indigenous Relations workshop
- Attended the Nukw7ántwal Organizing Committee meeting to begin planning for the Nukw7ántwal Regional Gathering to be held in March 2022.

Strategic Priorities

The list of Strategic Priorities and Operational Priorities is attached and includes updates on the status of each initiative and/or project. While some initiatives were expected to be completed by end of 2021, due to workload, recruiting initiatives and the COVID-19 Pandemic, some were deferred and are slated for completion in 2022 or on hold or paused due to circumstances beyond our control.

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 are no impacts to the budget or staff hours as the activities undertaken by Staff noted above are operational and incorporated into the day-to-day activities of each department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration

RECOMMENDATIONS

THAT the 2021 Fourth Quarter Office of the CAO Strategic Priorities Update be received for information.

ATTACHMENTS:

Appendix A: Fourth Quarter Strategic Priorities Chart and Status Worksheet

CAO Approval by:	Nikki Gilmore, Chief Administrative Officer
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2022 STRATEGIC PRIORITIES CHART

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **COMMUNITY CLIMATE ACTION PLAN**
2. **MUNICIPAL FACILITIES**
3. **ASSET MANAGEMENT**
4. **OCP UPDATE**
5. **ECONOMIC DEVELOPMENT STRATEGY**

NEXT (priority not yet established)

- DAYCARE EXPANSION
- BOUNDARY EXTENSION
- SINGLE USE PLASTIC BAG BYLAW
- IMPROVED MONITORING (floods & landslides)

ADVOCACY / PARTNERSHIPS

- *Regional Transit*
- *Second Entrance to Town*

CHIEF ADMINISTRATIVE OFFICER

1. **MUNICIPAL FACILITIES**
2. **ECONOMIC DEVELOPMENT STRATEGY**
3. **ASSET MANAGEMENT**

- DAYCARE EXPANSION
-

EMERGENCY MANAGEMENT

1. Regional Evacuation Plan
2. Emergency Management Plan Update
3. **IMPROVED MONITORING (floods & landslides)**

- Community Disaster Resilience Planning
- Emergency Support Services Modernization

CORPORATE & LEGISLATIVE SERVICES

1. eScribe Implementation
2. Election
3. Community Forest

- **SINGLE USE PLASTIC BAG BYLAW**
- Various Bylaw Review and Updates

OPERATIONS

1. Soccer Field No. 2 (Phase 1)
2. Mountain Bike Skills Park
3. Pemberton Farm Road East Upgrade

- Water Treatment Investigation
- Lot 13 Multimodal Transportation Hub (Park n Ride)

FINANCE / ADMINISTRATION

1. Five Year Financial Plan and Year End
2. **ASSET MANAGEMENT**
3. Vadim Payroll Module

- Expense Policy Review
-

DEVELOPMENT

1. **COMMUNITY CLIMATE ACTION PLAN**
2. **OCP UPDATE**
3. DCC Bylaw Update – Phase 1

- Subdivision and Development Control Bylaw Update
- Pemberton Creek Pedestrian Bridge – Phase 1

RECREATION

1. Basketball Court Construction
2. Air Handling in the REC
3. PDCC Accessibility Project

- COVID-19 Pandemic
-

FIRE

1. **MUNICIPAL FACILITIES**
2. Meadows Fire Department
- 3.

-
-

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies

Updated February 15, 2022

Village of Pemberton					
Strategic Priorities Status Sheet					
February 15, 2022					
Council					
NOW	Priority	Department	Status	Completion Date	Comments
1.	COMMUNITY CLIMATE ACTION PLAN	DS	Ongoing	Spring 2022	Upcoming presentation to COW on February 22, 2022
2.	MUNICIPAL FACILITIES	CAO	Ongoing	June 2022	Design contract awarded in January 2022
3.	ASSET MANAGEMENT	CAO/Finance/ Ops	Active	Summer 2022	Successful on getting both the Federation of Canadian Municipalities & UBCM grant funding. Staff are currently working with the consultant to develop a plan.
4.	OCP UPDATE	DS	Kicked Off	2024	Terms of Reference in review, to be presented to Council in Q2 2022
5.	ECONOMIC DEVELOPMENT STRATEGY	CAO	On Hold	2022	Will require updating to incorporate COVID-19 restart elements
NEXT	Priority	Department	Status	Completion Date	Comments
.	DAYCARE EXPANSION	CAO	On Hold	Unknown	Applied for third intake of funding through Childcare BC New Spaces Fund on November 16, 2021; awaiting announcement.
.	BOUNDARY EXTENSION	CAO	Ongoing		On hold - expected to be part of 2022 workplan
.	SINGLE USE PLASTIC BAG BYLAW	Corporate	On hold		Plan and anticipate that the priority will move to DS as part of the implementation of the Community Climate Action
.	IMPROVED MONITORING (floods & landslides)	CAO	Ongoing		Monitoring of Lillooet River and Mt. Currie, prioritization of flood mitigation projects and grant applications.
Advocacy/ Partnerships	Priority	Department	Status	Completion Date	Comments
.	<i>Regional Transit</i>	CAO	In Progress		Reinvigoration of the project began in September 2022; currently awaiting Demand Study being conducted by BC Transit
.	<i>Second Entrance to Town</i>	CAO	On hold		This challenging project will need to be addressed through upcoming development applications.
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				
n/a =	Not assigned				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	Ongoing	June 2022	Design contract awarded in January 2022
2.	ECONOMIC DEVELOPMENT STRATEGY	On Hold	2022	Will require updating to incorporate COVID-19 restart elements
3.	ASSET MANAGEMENT	Active	Summer 2022	Successful on getting both the Federation of Canadian Municipalities & UBCM grant funding. Staff are currently working with the consultant to develop a plan.
.	DAYCARE EXPANSION	On Hold	Unknown	Applied for third intake of funding through Childcare BC New Spaces Fund on November 16, 2021; awaiting announcement.
.				
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Regional Evacuation Plan	In progress	April 2022	In partnership with Squamish-Lillooet Regional District and District of Squamish - received CEPF funding to validate and test current Evacuation Route Plan through a regional functional exercise and develop Regional Evacuation Plan and framework
2.	Emergency Management Plan Update	In progress	May 2022	Emergency Operations Centre training and tabletop exercise completed; Emergency Management Plan was tested and will be updated as a result of training exercises and lessons learned from 2021 flood responses and the wildfire season.
3.	IMPROVED MONITORING (floods & landslides)	Ongoing	2022	Will be incorporated into the OCP review and update
.	Community Disaster Resilience Planning	In progress	March 2022	In partnership with JIBC to pilot the Community Disaster Resilience Planning process and online tools. Includes utilizing the disaster risk and resilience tools to understand hazards and community resiliency to build and develop a Community Disaster Resilience Plan. Draft plan is currently being developed with final workshop being held in the beginning of March.
.	Emergency Support Services Modernization	In progress	June 2022	Requested EMBC to allow the Village to onboard with the Evacuee Assistance & Registration tool - awaiting approval Submitted application to UBCM's CEPF ESS Funding stream for the purchase of IT equipment
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Corporate				
Order	Priority	Status	Estimated Completion Date	Comments
1.	eScribe Implementation	Active	Oct-22	Developing templates; staff and Council training; to go live in fall of 2022.
2.	Election	Active	Nov-22	Preparation: bylaw review, development of forms, staff training, election day proceedings, post election activities per legislation.
3.	Community Forest	Active	Dec-22	Interim Board in place. First harvest began June/July 2021. Governance work will begin in January 2022 with the aim to secure the new Board members in Spring/Summer 2022. RFP issued for ED.
.	SINGLE USE PLASTIC BAG BYLAW	On hold		This items is incorporated in the Community Climate Action Plan and anticipate that the priority will move to DS as part of the implementation of the Community Climate Action Plan.
.	Various Bylaw Review and Updates	ongoing	Spring, 2022	Upcoming bylaws are: Water Connection and Regulation Bylaw, DCC Exemption Bylaw, Sewer Connection and Regulation Bylaw and Blasting Bylaw, Officers Bylaw, CAO Bylaw
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Operations				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Soccer Field No. 2 (Phase 1)	Ongoing	Spring 2022	Construction completed; awaiting completion of BC Hydro connection for lighting, scheduled for spring 2022. The fields is anticipated to be ready for use in Fall 2022. Amenity Building and Parking Lot RFP Pending
2.	Mountain Bike Skills Park	Ongoing	Spring/Summer 2022	Construction to begin in the Spring 2022 with completion in Summer 2022.
3.	Pemberton Farm Road East Upgrade	Ongoing	2022	Healthy Communities and Active Transportation grants were unsuccessful; awaiting confirmation through budget deliberations on funding sources in order to proceed with construction.
.	Water Treatment Investigation and Grant Submission	In Progress	Spring 2022	Preliminary treatment investigation complete, with recommendations for \$8M plant for removal of Iron and Manganese. Grant application submission the end of February 2022.
.	Lot 13 - Multimodal Transportation Hub (Park and Ride)	In Progress	2022	Awaiting confirmation of grant funding. Design to commence should grant be successful.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Finance				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Five-Year Financial Plan & Year End	Active	July 2022	The Finance Team are focusing the majority of their time on completion of Year-end to begin audit in March 2022; the development of the Five Year Financial Plan is also ongoing with one presentations to Committee of the Whole completed and the second to be held later today.
2.	ASSET MANAGEMENT	Active	Summer 2022	Successful on getting both the Federation of Canadian Municipalities & UBCM grant funding. Staff are currently working with the consultant to develop a plan.
3.	Vadim Payroll Module	In Progress	Summer 2022	Implementation has begun however there are some issues with the implementation, Staff are actively working to resolve them.
.	Expense Policy Review	Deferred	Unknown	Due to Staff turnover in the Finance Department, any new projects will be deferred until after budget.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	COMMUNITY CLIMATE ACTION PLAN	Ongoing	Spring 2022	Upcoming presentation to COW on February 22, 2022
2.	OCP UPDATE	Kicked Off	2024	Terms of Reference in review, to be presented to Council in Q2 2022
3.	DCC Bylaw Update - Phase 1	In Process	Summer 2022	Work is currently underway on the Engineering component of the project; consultation is planned for 2022
.	Subdivision and Development Control Bylaw	N/A	Fall 2022	Deferred from 2021. Current version is more than 10 years old, update will benefit Village Operations and Planning staff
.	Pemberton Creek Pedestrian Bridge - Phase 1	In Process	Summer 2022	Work is currently underway on the design and costing component of the project.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Recreation				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Basketball Court Construction	In Progress	4th Quarter 2022	Funding was secured through the PVUS Committee during the 2021 budget process; Lot 8 on Frontier Street has been identified as the preferred site. This project will be incorporated in to the 2022 workplan.
2.	Air Handling in the REC	In Progress	2nd Quarter 2022	Work to be completed in the REC to improve the existing air handling system with a ductless split system.
3.	PDCC Accessibility Project	In Progress	4th Quarter 2022	Library received \$100,000 for Accessibility upgrades to PDCC, south facing doors and interior doors to the Library will be made accessible, fire exit door to have windows, and accessible ramp to be added on South face.
.	COVID-19 Pandemic	Ongoing		This department's day to day activities and projects have been significantly impacted by the COVID-19 Pandemic. All resources have gone into managing the Public Health Orders. More regular activities have resumed in a slow and steady process with anticipation to resume to pre-pandemic levels in 2022.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
February 15, 2022				
Fire				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	Ongoing	June 2022	Design contract awarded in January 2022
2.	Meadows Fire Department	Ongoing	Unknown	The Pemberton Fire/Rescue Department has been working with the Meadows Fire Department on certification and training to bring the Department to a exterior attach designation. More work is required with the SLRD to ensure regular funding. The SLRD will be scheduling a with SLRD, Village and the Meadows Department discuss this matter further.
3.				
.				
.				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Date: Tuesday, February 15, 2022

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Corporate & Legislative Services 2021 Fourth Quarter Administration Update

PURPOSE

The purpose of this report is to provide Council with an update on the Fourth Quarter activities of Corporate & Legislative Services Department.

BACKGROUND

Quarterly reports are presented throughout the year to inform Council of Corporate & Legislative Service Department projects and activities. These reports provide information related to the administration function, including an overview of the number of business licences and dog tags issued, the number of customer service request submissions and responses, and information related to other permit allocations including water use permits. This report complements the outstanding resolutions report, also on today's agenda, which presents a status update on resolutions in progress or not yet actioned.

DISCUSSION & COMMENTS

The tables below summarize the administrative activities of the Corporate & Legislative Department and include statistics and updates related to specific tasks. As the presentation of some of these statistics is new, the tables include the total number of licences or permits issued in 2019 and 2020 for comparison purposes:

Freedom of Information Requests:

Corporate & Legislative Services is responsible for receiving and processing Access to Records requests submitted pursuant to the *Freedom of Information and Protection of Privacy Act*. Under the legislation, a public body has thirty (30) days to respond to a request.

Upon receipt, each request is reviewed and the department holding the records is directed to undertake a search for the requested documents. Once the information is compiled the Head determines if it can be released pursuant to the *Act*, subject to the severing of sensitive personal information. The Head notifies any affected third parties and obtains the necessary permissions prior to releasing the documents.

The Access to Records process can be administratively intensive, depending on the depth of the records being sought. The legislated timelines may necessitate other priorities being set aside and this can impact other departments as well as Corporate & Legislative Services. It

should be noted that this process does not apply to a request for records that are routinely available, such as meeting minutes and staff reports.

The table below provides a breakdown of the number of Access to Records Requests received by the Village since 2019.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
8	4	4	1 - withdrawn	3	7

Business Licence:

Corporate & Legislative Services oversees business licensing for the Village. Business licences are issued to various business types including commercial, home-based, non-resident, short term vacation rentals, bed & breakfast, trade contractor, cannabis (retail and production), temporary, mobile, or portable vendors, and special events. Business licence applications are reviewed by Development Services and Fire Department as required. The Finance Department collects and issues the licences once approved.

The table below provides a breakdown of the number of business licences issued since 2019.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
399	416	405	20	18	443

Dog Licence:

The Village of Pemberton Animal Control Bylaw establishes that all dogs within the Village must have a dog licence (dog tag). Dog licence information allows the bylaw enforcement officer to reunite found dogs with their families. While the table below indicates that the number of licences issued has grown each year, there are still many unlicensed dogs, and, in some cases, those are the dogs that are repeatedly found on their own or dogs that have been reported as a nuisance. The Village encourages owners to get a dog tag by offering the option of purchasing a dog tag at local stores (Whiskers) and through WAG and PAWS.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
145	157	163	4	0	167

NOTE: There were no dog tags sold in October and November, but 16 dog tags were sold in December; however, those were renewals for 2022 as such they are not noted in the 4th quarter update as they will be reflected in 1st quarter reporting in 2022.

Water Use Permit:

Corporate & Legislative Services provides support to the Operations Department in issuing water use permits to property owners that meet the criteria to hold a permit during water restrictions pursuant to Outdoor Water Use Regulations Bylaw No. 792, 2015. Further, Bylaw Services monitors for sprinkling outside the regulated days/hours and follows up with property owners as needed.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
7	12	10	11	0	21

Film Permits:

The Village fields several calls each year from location scouts and production companies looking for the right location for commercial, television and movie shoots. There is considerable interest in filming in the Pemberton area and Staff actively work with location and production managers to help connect them with the appropriate agency, government, or business to meet their needs. The last major production, a Hallmark movie titled “A Family Gift for Christmas”, was filmed in Pemberton in 2019.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
5	1	1	1	2	4

Hen Keeping Permits: 9 Permits issued since 2019.
 5 active Permits as of December 31, 2021.

As noted, when the Third Quarter Reports were presented, Staff had reached out to the permit holders to confirm whether they were continuing to keep hens. Staff can advise that at this time, four (4) permit holders are no longer keeping hens and there are currently five (5) active Hen Keeping Permits.

Customer Service Requests:

The Village of Pemberton has set up an online customer service request process for residents to submit requests for service. Through this program the Village receives submissions related to operational concerns, bylaw enforcement, animal control, vandalism reports and other general enquiries. Enquiries and complaints may also be submitted through the Village’s admin@pemberton.ca email address, the Facebook page, or directly to Staff.

Prior to 2021, customer service requests were tracked based on bylaw enforcement issues, animal control, and vandalism, with all other reports/concerns identified as general. However, as the Village has grown, and it is generally busier throughout the community, in 2021 operational services requests were separated out from general requests. An operational request for service

includes concerns such as streetlights being out, garbage bins needing emptying, road repairs, snow clearing issues, and similar issues. A general request may be related to complaints or concerns that are general in nature, outside the Village’s jurisdiction or authority (ie: highway concerns, strata concerns), development matters that fall outside the scope of bylaw enforcement, or in the case of much of 2020, public health order issues or concerns. While many of the general requests are not directly related to Village operations, a response is provided that might include directing the person to another authority.

Bylaw enforcement complaints and animal control concerns are referred to the Bylaw Enforcement Division. These encompass a range of concerns related to parking, noise, zoning, dogs, illegal dumping, unsightly premises, boulevard maintenance regulations, construction site issues (noise, garbage, wildlife concerns), illegal burning, sprinkling outside regulations, short-term vacation rentals, secondary suites, and in 2020 and 2021, public health orders. While in many cases residents are seeking clarity with respect to what is permitted, often a submission will result in the need for an investigation. This can take time to resolve and, in some instances, may result in enforcement action being pursued by the Village.

In 2021 Bylaw Services received 124 calls for service on top of calls received directly by Staff. Unfortunately, in 2021, due to staffing shortages, Staff was unable to respond to many of the calls for service related to bylaw concerns. In this regard, residents were advised that due to limited resources their concern or issue would not be actioned. As the staffing limitations are still a challenge in 2022, Staff will be selective in actioning and following up on enforcement matters.

Several years ago, because of an increase in vandalism within the Village, Council directed that any report of vandalism be reported to the RCMP. As such, upon receipt of a vandalism complaint that affects Village infrastructure or buildings, Staff compile the information and submit a report to the RCMP. While the Village has not had a significant issue with vandalism in the recent past, unfortunately this year there were several reports of graffiti at the skatepark which could be considered hateful in nature. As such, the matter was referred to the RCMP, and Operations covered the offending words several times.

Staff endeavour to respond to each customer service request in a timely manner and aim to resolve the issue if it is possible to do so. As noted above, response to bylaw enforcement matters has been limited and will continue to be in 2022 due to this division being understaffed and our resources challenged.

The table below provides an overview of the number of Customer Service Requests received since 2019:

	2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Totals
Bylaw Enforcement Complaints/Issues	108	129	38	37	19	94
Animal Control (Dogs)	24	20	15	11	4	30
General /Operational Enquiries (up to 2020)	113	124	—	—	—	
General Enquiries			46	19	22	87
Operations			34	18	27	79
Vandalism Reports	0	2	2	2	0	4
Total CSR’s received	245	275	135	87	72	294

Bylaw Enforcement Tickets Issued:

Bylaw Services approaches bylaw enforcement with the objective of educating the public regarding the rules and regulations, especially with respect to parking, sprinkling regulations, boulevard maintenance, short-term vacation rentals, fire permits and animal control. In this regard, a letter or warning notice is provided advising of the regulations and seeking compliance before consideration is given to issuing a ticket. The Village does, however, actively patrol and issue tickets in various areas including the commercial zones. As well, tickets are issued for sprinkling regulation contraventions if, after a warning letter has been issued, sprinkling outside the regulated times continues.

It should be noted that in 2021, due to staff absences and the inability to fill the temporary position, bylaw enforcement was significantly reduced, and this is reflected in the numbers presented below. It is anticipated that tickets issued in relation to bylaw infractions will continue to be reduced in 2022 given the Village's limited resources and it is anticipated this will result in less and less compliance and potentially more bylaw related complaints being received.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
332	249	38	4	24	66

Tickets sent to Collections:

If a ticket has not been paid following two reminders to do so, the ticket will be referred to the Village's collection agency. In most cases, upon being contacted by the collection agency the ticket will be paid. As noted above, due to limited bylaw enforcement between March and December 2021 the number of tickets sent to collection was small. Staff are currently reviewing the list of outstanding tickets and following up as required.

2019	2020	First & Second Quarter	Third Quarter	Fourth Quarter	2021 Total
139	85	16	0	0	16

Airport Operations:

The Chief Administrative Officer is appointed as the Airport Manager, but the day-to-day administrative activities related to the airport fall to Corporate and Legislative Services with Operations managing the operational/maintenance components (ie: grass cutting and snow clearing). In this regard, Corporate and Legislative Services administers the filing of NOTAMs (Notice to Airmen) respecting runway closures or operational activities at the airport, fields lease enquiries, manages lease negotiations and responds to general enquiries regarding the airport. In 2021 there has been considerable activity related to lease negotiations and lease renewals and this has included a revamp of the master lease agreement to provide clarity and streamline the document.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The activities noted above are operational and incorporated into the day-to-day activities of Corporate and Legislative Services and accommodated to the best of our abilities given the staffing limitations particularly related to Bylaw Enforcement.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration

RECOMMENDATIONS

THAT the Corporate & Legislative Services 2021 Fourth Quarter Administration Update report be received.

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

Date: Tuesday, February 15, 2022
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting 2021 Fourth Quarter Outstanding Resolutions Listing - Update

PURPOSE

To present to Council a listing of the outstanding resolutions from previous Regular Meetings for which action on the matter or item has not been completed or is in progress as at December 31, 2021.

BACKGROUND

As a means of keeping track of outstanding resolutions or action items Staff has developed a resolution/action item tracking listing. This listing is updated after each Council meeting and as matters have been actioned or resolved the issue/matter/item is removed from the listing. This listing is used for internal and administrative purposes and assists Staff with work plan reviews.

DISCUSSION & COMMENTS

Staff initiates action on direction provided by Council through resolutions made at Regular or Special Council meetings. If the direction provided by Council is not in alignment with the current strategic plan, priorities or work plans or is not budgeted it may be necessary for Staff to review and adjust the work program or budget to include new activities or initiatives. In some instances, Staff may be required to complete another project or initiative before they are able to action new direction. As well, it may be that direction requires involvement from other jurisdictions or authorities and as such delays may result. Staff work diligently to move all direction by Council forward in a timely and efficient manner.

The current listing of outstanding items and the status of the work related to the item is attached as **Appendix A**.

As noted in previous updates there are some outstanding resolutions held over from previous Council which are identified on the chart in light blue and are as follows and the status of the initiative noted:

- Affordable Housing – Development Cost Charges (an amendment is being prepared to address affordable housing project exemptions)
- Boundary Extension (deferred to a later date)
- Single Use Strategies (incorporated into the Community Climate Action Plan)

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal 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 the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council receive the Regular Council Meeting 2021 Fourth Quarter Outstanding Resolutions Listing – Update report for information.

Attachments:

Appendix A: Regular Council Meeting 2021 Fourth Outstanding Resolutions Listing as at December 31, 2021

Submitted by:	Sheena Fraser, Manager of Corporate and Legislative Services
Approved by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTIONS LISTING AS AT December 31, 2021

Mtg No	Date	Topic	Resolution	Comment
1463	06-Feb_18	Affordable Housing – Development Cost Charges	THAT consideration of an Eligible Development for Waiving or Reducing Development Cost Charges component be included as part of the Development Cost Charge Bylaw review anticipated for 2018.	STATUS UPDATE: This was referred for consideration as part of the 2019 Affordable Housing Action Plan. This will be brought forward in the spring as a stand-alone bylaw, then incorporated into the Development Cost Charge Bylaw Updated. As well, this initiative will be considered as part of the OCP Review.
1472	12-June-18	Boundary Extension	THAT Staff explore the possibility of a smaller boundary extension initiative that would include only the lands occupied by the independent power projects and present this information at a future Committee of the Whole meeting.	STATUS UPDATE: Staff is reviewing options and will bring this matter back in the future.
1477	2-Oct-18	Single Use Items – Reduction Strategies	THAT the development of a Single-Use Items Strategy be brought forward for consideration as part of the 2019 strategic planning and budget deliberation process.	STATUS UPDATE: The Provincial Government concluded its province wide consultation for B.C. Plastic Action Plan and announced in September that it is developing the framework to allow local governments to ban certain types of plastic products. As well, it is proposing to draft a new regulation under the <i>Community Charter</i> to allow local governments to ban single-use plastics without requiring provincial approval. Staff are monitoring and will bring this initiative back when more details are available. This element has also been incorporated into the Community Climate Action Plan.
1528	30-Nov-20	Development Cost Charge Bylaw	THAT Staff be directed to prepare an Eligible Development for Waiving or Reducing Development Cost Charge Bylaw for consideration by Council in 2021.	STATUS UPDATE: This matter has been incorporated into the 2022 work plan.
1539	01-June-21	Crown Land Tenure Application –	THAT Staff consider options that would see the existing Crown land tenure area, held by the Village, of the Lillooet River Bridge area, also	STATUS UPDATE: This matter has been referred to staff for incorporation into work plans as may be accommodated.

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTIONS LISTING AS AT December 31, 2021

		Lillooet River Park and Boat Launch	known as: BLOCK A OF DISTRICT LOTS 204 AND 8746, LILLOOET DISTRICT protected for public purposes; AND THAT Staff consult with the Squamish-Lillooet Regional District Staff to discuss options.	
		Truth and Reconciliation Calls to Action - Review	THAT Staff prepare a report providing an update regarding the status of Council's calls to action with respect to Truth and Reconciliation, for presentation at a future meeting of Council.	STATUS UPDATE: This matter has been referred to staff for incorporation into the work plan.
1547	19-Oct-21	Sea to Sky Food Recovery Strategy and Action Plan	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.	STATUS UPDATE: Staff have incorporated the recommendations from Sea to Sky Food Recovery Strategy and Action Plan into the Community Climate Action Plan and included the documents in the development of the OCP Review process.
1549	11-Nov-21	Council Remuneration	THAT Staff be directed to research remuneration for Council members and bring forward a report for discussion during 2022 budget deliberations.	STATUS UPDATE: This request has been incorporated into the 2022 budget deliberations.
1551	07-Dec-21	BC Society for the Prevention of Cruelty to Animals, advocating for initiatives to reduce the use of all rodenticides to protect wildlife, domestic pets, and sensitive habitats.	THAT Staff be directed to draft a report for review at a future meeting, including: <ul style="list-style-type: none"> • information regarding how other municipalities have addressed this issue, • sample bylaws from other municipalities, and • options for engaging the Squamish-Lillooet Regional District in the initiative. 	STATUS UPDATE: This item has been placed on the Corporate and Legislative Services workplan.

Date: Tuesday, February 15, 2022
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager, Corporate & Legislative Services
Subject: Approving Officer Appointment

PURPOSE

To recommend to Council that Tom Csimá, Manager of Operations & Projects, be appointed as Approving Officer for the Village of Pemberton pursuant to Section 77 (1) of the *Land Title Act* effective March 5, 2022.

BACKGROUND

Council is required to appoint an Approving Officer for the Village of Pemberton pursuant to Section 77 of the *Land Title Act* which states:

Appointment of municipal approving officers

- 77 (1) For land within a municipality, the municipal council must appoint a person as an approving officer.
- (2) An approving officer appointed under this section must be
- (a) the municipal engineer,
 - (b) the chief planning officer,
 - (c) some other employee of the municipality appointed by the municipal council, or
 - (d) a person who is under contract with the municipality.

Role of the Approving Officer:

The Approving Officer is independent of the local government and responsible for making rulings on subdivision proposals within a municipality as per the Section noted above. In this regard, the Approving Officer has the authority to use discretion when making decisions concerning subdivision applications and can either approve or reject an application based on their opinion as to whether a proposal conforms to current Village bylaws and policies as well as Provincial statutes. The Approving Officer must determine if the final product is in the public interest. As such, the Approving Officer acts in a judiciary manner and is delegated the responsibility for making decisions respecting subdivision applications.

On May 19, 2015, following the resignation of the Manager of Development Services and Operations, Nikki Gilmore, Chief Administrative Officer (CAO), was appointed as the Village of Pemberton Approving Officer and has held that position since that time. At the Regular Council

Meeting No. 1491, held April 16, 2019, Lisa Pedrini, the newly appointment Manager of Development Services, was appointed as the Alternate Approving Officer for the Village.

In October, 2021, Ms. Pedrini transitioned to a new position with the Village and on December 7, 2021, Ms. Gilmore submitted her resignation as Chief Administrative Officer, effective March 4, 2022. As such, consideration must be given to appointing a new Approving Officer for the Village of Pemberton.

DISCUSSION & COMMENTS

Historically, the Village has had both an Approving Officer and an Alternate, to ensure coverage should the Approving Officer be absent when an approval is required. While having an Alternate Approving Officer is recommended it is not necessary to the operations; however, with Ms. Pedrini's change in position plans were put in place for the Manager of Operations and Projects to be appointed the Alternate to support the Chief Administrative Officer in the Approving Officers role.

Mr. Tom Csima, Manager of Operations and Projects has recently completed the Approving Officer Course and with the resignation of Ms. Gilmore it would be appropriate to appoint Mr. Csima as the Approving Officer at this time. Ms. Pedrini will continue to hold the position of Alternate Approving Officer. Scott McRae, Manager of Development Services will be taking the Approving Officer Course in the fall and once completed, it is recommended to review the appointments

COMMUNICATIONS

There is no communications element required at this time.

LEGAL CONSIDERATIONS

The Approving Officer is regulated under the *Land Title Act* and as such is not directly responsible for decisions to Council. Section 89 of the *Land Title Act* states that any appeals of the Approving Officer's decisions are to be referred to the Supreme Court.

IMPACT ON BUDGET & STAFFING

There is no impact on the budget for the appointment of an Approving Officer as the responsibilities are incorporated into the regular duties of the Manager of Operations and Projects.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The appointment of a new Approving Officer for the Village of Pemberton has no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One: **THAT** the appointment of Nikki Gilmore as Approving Officer for the Village of Pemberton be rescinded effective March 5, 2022.

Recommendation Two: **THAT** Tom Csimá, Manager of Operations & Projects, be appointed Approving Officer for the Village of Pemberton effective March 5, 2022.

ATTACHMENTS:

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

Date: Tuesday, February 15, 2022
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Appointment of Financial Officer (Manager of Finance)

PURPOSE

The purpose of this report is to rescind the appointment of Ms. Nikki Gilmore as the Financial Officer for the Village of Pemberton and recommend the appointment of Thomas Sikora, Manager of Finance, to the position of Financial Officer.

BACKGROUND

Pursuant to Section 146 of the *Community Charter* Council must establish Officer positions in relation to the powers, duties and functions and assign those powers, duties and functions to its officer as established. The Officers must be appointed to the position by resolution in accordance with the Village of Pemberton Officers Bylaw No. 683, 2011. The Manager of Finance carries out the statutory responsibilities of the Financial Officer.

In August, 2021, the former Manager of Finance resigned and Nikki Gilmore, CAO, was appointed to the position in the interim and until a new Manager of Finance was hired and in place.

Mr. Thomas Sikora joined the Village of Pemberton as Manager of Finance on November 2, 2021 and has been leading the Finance Department since that time. As Ms. Gilmore will be leaving the position of Chief Administrative Officer in early March, it would be appropriate to appoint Mr. Sikora as the Financial Officer for the Village of Pemberton to take over the responsibilities of this position in advance of Ms. Gilmore's departure. This will include adding Mr. Sikora as a signing authority for the Village.

DISCUSSION & COMMENTS

Mr. Sikora is qualified and capable of assuming the role and responsibilities of the Financial Officer for the Village of Pemberton as outlined in Section 149 of the *Community Charter*.

COMMUNICATIONS

There is no communication element required for the purposes of updating the signing authority listing.

LEGAL CONSIDERATIONS

There are no legal considerations other than the appointment as required by the *Community Charter* Section 149 and the Village of Pemberton Officers Bylaw No. 683, 2011.

IMPACT ON BUDGET & STAFFING

There will be no impact to the budget as a result of the appointment of Ms. Gilmore as the Finance Officer.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the appointment of Nikki Gilmore as Financial Officer for the Village of Pemberton be rescinded effective February 15, 2022:

AND THAT Mr. Thomas Sikora be appointed as Financial Officer for the Village of Pemberton, with all the duties and responsibilities assigned under Section 149 of the *Community Charter* and Village of Pemberton Officers Bylaw No. 683, 2011, effective February 15, 2022;

AND THAT Mr. Thomas Sikora be added as an administrative signing authority on the Village of Pemberton TD Bank account (s), the Village of Pemberton Scotiabank account (s) and the North Shore Credit Union account (s);

AND THAT Mr. Thomas Sikora be added as a signing authority on all authorizations from Municipal Finance Authority by the Village of Pemberton.

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

Date: Tuesday, February 15, 2022

To: Nikki Gilmore, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Lower Mainland Local Government Association – Resolutions for Consideration

PURPOSE

The purpose of this report is to present to Council research on the topics of highway rescue service funding and old growth forest preservation to facilitate the crafting of resolutions for submission by the Village for consideration by the Lower Mainland Local Government Association (LMLGA) at the 2022 Annual Conference and Annual General Meeting.

BACKGROUND

At Regular Council Meeting No. 1554, held Tuesday, February 1st, discussion took place respecting submitting resolutions to LMLGA to inspire action on issues important to local governments. As a result, the following resolutions were passed:

Cost of Policing

Moved/Seconded

THAT the following resolution be submitted to the Lower Mainland Local Government Association for presentation at the 2022 Annual Conference and AGM:

WHEREAS the current funding model for RCMP services results in an immense financial burden for small municipalities when their population grows above 5,000;

AND WHEREAS a large proportion of RCMP time and budget goes to policing provincial highways that either run through or beside small communities;

THEREFORE BE IT RESOLVED THAT UBCM request that the Provincial government develop a more transitional funding model for RCMP services for small communities that would see incremental adjustments as a community grows beyond 5,000 and then beyond 10, 000 and finally over 15,000 residents;

AND BE IT FURTHER RESOLVED THAT the Union of British Columbia Municipalities be involved in the development of the policy.

CARRIED

A copy of the resolution and background report is provided as **Appendix A**.

Subsequently, upon further discussion on possible resolution submissions, Council directed Staff to research and prepare a resolution requesting the provincial government to consider or implement cost recovery for fire departments to attend motor vehicle accidents. As such the following resolution was passed.

Cost of Fire Service to Attend Motor Vehicle Accidents

Moved/Seconded

THAT Staff research resolutions previous submitted to the Lower Mainland Local Government Association and the Union of British Columbia Municipalities regarding the funding of local fire services with reference to the cost of responding to motor vehicle accidents outside of the municipal boundaries and bring back this information to a future meeting of Council.

CARRIED

Finally, as the matter of Old Growth Forest preservation was brought forward as an area of concern, Staff were directed to research what resolutions have been considered previously at both LMLGA and UBCM respecting this issue and provide for Council's information a copy of the provincial policy on old growth forest harvesting that was announced in the fall.

Old Growth Forest Preservation

Moved/Seconded

THAT Staff research resolutions previously submitted to the Lower Mainland Local Government Association and the Union of British Columbia Municipalities regarding old growth forest preservation, and bring back this information, and the new provincial policy regarding the harvesting of old growth forests, to a future meeting of Council.

CARRIED

This report summarizes the research requested by Council and presents a draft resolution for Council's consideration.

DISCUSSION & COMMENTS

Reimbursement for Highway Rescue Services Outside Municipal Boundaries

Emergency Management British Columbia (EMBC) works with local volunteer fire departments and road rescue societies to ensure that highway rescue services are provided throughout British Columbia. Incidents that occur within municipal boundaries are the responsibility of the local fire department and local government. Many volunteer fire departments also expend time and resources in responding to road rescue incidents outside of municipal boundaries. It is the funding of this service that is of concern. It should be noted that these highway rescue incidents differ from typical urban motor vehicle accidents as they tend to involve higher speeds and necessitate a more complex response.

A 2021 report, [Review of Current Governance and Funding Model for Out of Jurisdiction Road Rescue in B.C.](#), prepared by Dale Wall for the Fire Chiefs Association of BC, analyzes the current model and provides recommendations to improve governance and to ensure that adequate funding is provided so that this necessary service continues to be provided. The report concludes with recommendations that EMBC and the Office of the Fire Commissioner establish an implementation committee with Fire Chiefs Association of British Columbia to address priorities including developing training and equipment plans, administrative processes to improve

consistency in reimbursement, the basis for review of reimbursement rates and a formula for training, equipment, and recovery grants.

EMBC currently reimburses costs associated with road rescue outside municipal jurisdictions as per a reimbursement schedule under [Emergency Management BC Policy 2.07 – Road and Medical Rescue](#). Where costs exceed the reimbursement rate or fall outside what is allowed under the policy, they are absorbed by the service provider. Currently, the Province provides support to road rescue providers that respond to incidents outside their local service areas at a rate of \$346/hour as per the [Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement Rates](#). However, the reimbursement formula, which does not apply to traffic services and excludes cases in which both the fire department and search and rescue organization respond jointly, leaves the fire department without compensation for many rescue tasks.

Given the high cost of providing this vital service and the impact of this cost on local governments and fire departments, there is a risk that in-jurisdiction response capability may suffer, and that provision of extra-jurisdictional rescue services may be discontinued.

Highway rescue incidents involve motor vehicles. As such, some service providers including the RCMP, and towing companies are reimbursed for their costs related to these incidents by the Insurance Corporation of British Columbia (ICBC). Allowing fire departments to receive compensation for tasks that are not covered under EMBC Policy 2.07 would greatly improve the compensation rate for fire departments without increasing the cost to EMBC.

UBCM has consistently endorsed resolutions calling on the provincial government to improve funding for road rescue. The most recent resolution, endorsed in 2020, is attached as **Appendix B**. Similar resolutions were endorsed in [2018](#) and [2015](#). In response to the 2020 UBCM resolution, the Province indicated that Emergency Management BC was working with the Office of the Fire Commissioner of BC to develop options for provincial consideration.

Staff propose the following resolution for Council's consideration:

Whereas many small community volunteer fire departments and societies provide vital highway rescue services for vehicle crashes that occur on provincial highways;

And whereas reimbursement of costs under the current model leaves fire departments and local governments to absorb a significant part of the cost of providing the service;

Therefore be it resolved that UBCM request the Province revise the funding model to ensure that fire departments and societies are reimbursed for all highway rescue incidents to which they attend outside the municipal boundaries;

And be it further resolved that UBCM request the Province to consider permitting fire departments to be reimbursed by the Insurance Corporation of British Columbia for highway rescue services at a rate determined by Emergency Management BC in consultation with the Office of the Fire Commissioner of British Columbia.

Staff note that the recommendation that fire departments be reimbursed through ICBC, which was proposed by Fire Chief Grossman, sets this resolution apart from the resolution endorsed in 2020.

Old Growth Forest Preservation

With the impacts of climate change being felt throughout the province, forest management practices and the preservation of old growth have gained considerable public interest. In response, the Province has made changes to forest management, including the establishment of old growth deferrals, and has committed to working with First Nations and local governments as new forest policy and practices are developed. UBCM has provided submissions to consultations to ensure that member endorsed policy is heard.

In September of 2020, the Independent Panel on Old Growth released its report, [A New Future for Old Forests](#), and the Province committed to acting on the 14 recommendation. In June of 2021, the [Modernizing Forest Policy in BC Intentions Paper](#) was released, and the Old Growth Technical Advisory Panel was established. In October of 2021, amendments to the *Forest and Range Practices Act* were introduced and will come into effect by regulation over the next year. Information on the amendments can be found here: [Revamped forest policy puts environment, people first | BC Gov News](#)

UBCM membership has consistently endorsed resolutions calling for preservation of old growth forests. In 2021, the UBCM executive put forward a special resolution to consolidate the seven resolutions submitted on topics related to forests, including old growth protection, sustainable forest management, economic transition for affected communities, and ensuring decisions are made based on the best scientific information available.

The special resolution is as follows:

Whereas BC local governments have called for changes to forest management to:

- ensure the sustainability of the resource; protect old growth;
- provide for greater consultation and engagement on forest policy decisions;
- improve accountability in tenure management; strengthen compliance and enforcement;
- ensure that forest policy decisions are based on the best technical and scientific information available; and
- provide transition support for impacted forest workers and communities; 22 UBCM 2021 Resolutions Book

And whereas on June 1, 2021, the Province released its Modernizing Forest Policy in BC Intentions Paper recommending many of the forest policy changes sought by UBCM members; and, subsequent to the Independent Panel's Old Growth Strategic Review, the Province also announced on June 24, 2021, the establishment of an independent Old Growth Technical Advisory Panel to:

- improve public information around old growth;
- inform government-to-government decisions with First Nations on future deferrals; and
- provide recommendations and advice on priority areas for development of deferrals that will assist government-to-government engagement:
-

Therefore be it resolved that the Province engage and consult with local governments and Indigenous communities as it moves forward to implement recommendations within the Modernizing Forest Policy in BC Intentions Paper, including matters related to old growth

designations and deferrals, recognizing that there will be implications and impacts for workers and communities that will require economic transition support.

The special resolution reflects the need for continued local government consultation as the Province moves forward to implement forest policy change that will impact BC communities. It acknowledges and supports the Province's commitment to reconciliation with Indigenous communities but also seeks to ensure that local governments continue to be engaged, recognizing that transition support will be needed as policy changes are implemented.

The eight (8) 2021 resolutions related to forestry issues are attached as **Appendix C**. Many resolutions have been submitted on forestry topics in years prior to 2021. However, these have not been included as they ceased to be relevant with the changes in forestry practices that have occurred since 2020. Council may be interested to know that in 2021 the Squamish-Lillooet Regional District submitted a resolution on this matter; however, it was not admitted for debate given the development of the Special Resolution (SR2) noted above. For information the SLRD submission is provided below:

***Whereas** the provincial government completed a province-wide consultation process that resulted in a report entitled A New Future for Old Forests, A Strategic Review of How British Columbia Manages for Old Growth Forests Within its Ancient Ecosystems;*

***And whereas** the recommendations contained therein are long overdue while the remaining old growth forests are diminishing at an alarming rate:*

***Therefore be it resolved that** UBCM ask the government to act on the recommendations in the report and place a deferral, in consultation with First Nations, on all old growth logging while the planning, consultation and meetings take place.*

Any resolution submitted to LMLGA in support of old growth forest preservation will need to acknowledge what has been accomplished to date and either identify gaps in the current approach or advocate for a new direction.

As the deadline for submission of resolutions to the Lower Mainland Local Government Association for consideration for the 2022 conference is Friday, March 4th, Staff are asking for Council's comments on the draft resolution regarding highway rescue services, and for direction regarding a possible resolution related to old growth forests, so that the two resolutions may be finalized today.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal considerations.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts to this report and no approvals are required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One: THAT Council approves the following resolution for submission to the 2022 Annual Conference and AGM of the Lower Mainland Local Government Association:

Whereas many small community volunteer fire departments and societies provide vital highway rescue services for vehicle crashes that occur on provincial highways;

And whereas reimbursement of costs under the current model leaves fire departments and local governments to absorb a significant part of the cost of providing the service;

Therefore be it resolved that UBCM request that the Province revise the funding model to ensure that fire departments and societies are reimbursed for all highway rescue incidents to which they attend outside the municipal boundaries;

And be it further resolved that UBCM request the Province to consider permitting fire departments to be reimbursed by the Insurance Corporation of British Columbia for highway rescue services at a rate determined by Emergency Management BC in consultation with the Office of the Fire Commissioner of British Columbia.

Recommendation Two: That Council provides direction with respect to a resolution regarding old growth forest preservation for submission to the 2022 Annual Conference and AGM of the Lower Mainland Local Government Association.

ATTACHMENTS:

Appendix A: LMLGA Resolution Respecting Policing Costs to Small Communities

Appendix B: UBCM Resolution 2020-B9 – Highway Rescue Services

Appendix C: UBCM Resolutions 2021 - SR2, C13, C14, C15, C16, C18, C19

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

Cost of Policing in Small Communities

Resolution

WHEREAS the current funding model for RCMP services results in an immense financial burden for small municipalities when their population grows above 5,000;

AND WHEREAS a large proportion of RCMP time and budget goes to policing provincial highways that either run through or beside small communities;

THEREFORE BE IT RESOLVED THAT UBCM request that the Provincial government develop a more transitional funding model for RCMP services for small communities that would see incremental adjustments as a community grows beyond 5,000 and then beyond 10,000 and finally over 15,000 residents;

AND BE IT FURTHER RESOLVED THAT the Union of British Columbia Municipalities be involved in the development of the policy.

Backgrounder

Under the *Police Act*, a province must provide policing and law enforcement to municipalities under 5,000 population. Under the *Provincial Police Services Agreement (PPSA)*, the federal government contracts the RCMP as British Columbia's provincial police, collecting 70% of the cost from the Province and paying the remaining 30%. Since 2007, small BC municipalities have paid a portion of the cost of provincial policing through the police tax. In 2020, the funds raised through the police tax covered 32% of the Province's cost to provide the service.

Under the *BC Police Act*, a municipality is responsible for providing its police services once its population exceeds 5,000, either through its own municipal police services, by contract with an existing municipal police department, or by contract with the Province for RCMP municipal police services.

In addition to the PPSA, the provincial and federal governments also signed the *Municipal Police Service Agreement*, which enables the Province to sub-contract the RCMP Provincial Service to municipalities. Under this agreement, municipalities with a population between 5,000 and 14,999 pay 70% of the RCMP cost and municipalities with a population over 15,000 pay 90%, with the remaining portion paid by the federal government. Thus, when a municipality's population crosses the threshold of 5,000, policing costs increase from approximately 32% of the province's 70% share of the cost to the entire 70% share. This dramatic increase in cost is a burden to a small community and may result in a significant increase in property taxes.

A phased approach leading to full municipal responsibility for policing costs would ease the tax burden on residents and businesses. Incremental adjustments as the population increases from 5,000 to 10,000 and again from 10,000 to 15,000 would be more readily absorbed, reducing the tax implications during the transition to full municipal responsibility for police costs.

UBCM 2020 Resolutions – Highway Rescue Services

EB9 Sustainable Funding for Highway Rescue Services (Chase)

Whereas many small community volunteer fire departments and societies provide vital highway rescue services for vehicle crashes that occur on provincial highways;

And whereas while Emergency Management BC reimburses highway rescue service providers for some of the costs incurred, most small local governments and societies are contributing approximately 66 percent of the costs associated with the provision of this valuable service by providing training, personnel and vehicles;

And whereas other emergency services attending vehicle crashes on Provincial Highways such as RCMP, BCEHS (Ambulance) and Coroner's service are fully funded by provincial and federal funding agreements:

Therefore be it resolved that UBCM urge the Province of BC to commit additional annual funding for highway rescue services, to provide a more fair funding model that will ensure the continuation of these services that are vital for people travelling on provincial highways.

Submitted by the Deadline for the Spring Convention of the Southern Interior Local Government Association

UBCM Resolutions Committee recommendation: Endorse

UBCM Resolutions Committee Comments:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to provide funding for road rescue and vehicle extrication, including 2019-B9, 2018-B5, 2015- B17, 2014-B15, 2013-B8, 2011-B4, 2010-B6, 2009-B28, 2009-B69, 2009-B88, 2007-B10. In response to endorsed resolution 2019-B9, the Province indicated that it is "committed to developing a sustainable, fair funding model." To address this issue, Emergency management BC and the Office of the Fire Commissioner are developing options for provincial consideration. EMBC currently provides an all-found reimbursement rate of \$340/hour for road rescue services. This applies to any of the 146 recognized road rescue service providers, including search and rescue groups, volunteer fire departments and societies. If BCEHS invites a local fire department or society to act as a first responder, the local government may reject the request based on lack of staff, risk, etc.

The Committee also notes that the membership has consistently endorsed resolutions requesting provincial and/or federal assistance with the provision of emergency services, including 2019-B11, 2018-B95, 2018-B107, 2017-B86, 2016-B56, 2015-B7, 2015-B77, 2015-B78, 2014-B50, 2014-B76, 2013-A1, 2013-B44

2018-B5: [Provincial Funding Highway Rescue | Union of BC Municipalities \(ubcm.ca\)](#)

2015-B17: [Road Rescue Responder Costs | Union of BC Municipalities \(ubcm.ca\)](#)

UBCM 2021 Resolutions - Forestry

Old Growth Preservation

1. SR2 Forest Management in BC (UBCM Executive)

Whereas BC local governments have called for changes to forest management to:

- ensure the sustainability of the resource; protect old growth;
- provide for greater consultation and engagement on forest policy decisions;
- improve accountability in tenure management; strengthen compliance and enforcement;
- ensure that forest policy decisions are based on the best technical and scientific information available; and
- provide transition support for impacted forest workers and communities; 22 UBCM 2021 Resolutions Book

And whereas on June 1, 2021, the Province released its Modernizing Forest Policy in BC Intentions Paper recommending many of the forest policy changes sought by UBCM members; and, subsequent to the Independent Panel's Old Growth Strategic Review, the Province also announced on June 24, 2021 the establishment of an independent Old Growth Technical Advisory Panel to:

- improve public information around old growth;
- inform government-to government decisions with First Nations on future deferrals; and
- provide recommendations and advice on priority areas for development of deferrals that will assist government to-government engagement;

Therefore be it resolved that the Province engage and consult with local governments and Indigenous communities as it moves forward to implement recommendations within the Modernizing Forest Policy in BC Intentions Paper, including matters related to old growth designations and deferrals, recognizing that there will be implications and impacts for workers and communities that will require economic transition support.

UBCM Resolutions Committee recommendation: Endorse

UBCM Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to improve the community benefits of forest resources through the establishment of community forests, incentives for value-added/build with wood initiatives and strengthening provisions to provide for local processing (2019-B156, 2018-B43, 2017-B36, 2016-B32, 2016-B42, 2015-B37, 2015-B38, 2015-LR2, 2013-B79, 2013-B105, 2013-B116, 2012-B33, 2012-B109, 2011-B50, 2011-B57, 2011-B104, 2011-B105, 2011-B167, 2010-B40, 2010-B104, 2010-B105, 2009-B47, 2009-B128, 2009-B131, 2008-B36, 2008-B37, 2007-B43, 2007-B44, 2007-B45, 2006-B44, 2006-B42, 2006-B43, 2005-B32).

Members have also supported protection of old growth (2019-B36, 2017-B66, 2016-C27); have asked for a proactive provincial approach to address forest health (2017-B103); and members have supported the allocation of funding for training and re-training /transition for workers and communities affected by changes in resource-based activities (2008-B46, 2006-B46). See also resolutions C13, C14, C15, C16, C17, C18 and C19

UBCM Executive comments:

Background

The Executive is bringing forward this Special Resolution to consolidate the seven resolutions that have been submitted this year. These seven resolutions encompass asks related to: support for working forests, sustainable forest management, preservation of old growth, economic transition for affected communities, and ensuring decisions are based on the best scientific information available. As noted in the Resolutions Committee comments, these are all policy positions that have been supported by the UBCM membership.

In addition to consolidating the member asks, the purpose of this Special Resolution is to provide some current context since all seven resolutions were written prior to a number of new forest policy developments including the release of the **Modernizing Forest Policy in BC Intentions Paper** and the establishment of the **Old Growth Technical Advisory Panel** in June 2021. Over the past two years, a series of forest policy consultations and engagements have been undertaken, such as the Coast Forest Sector Revitalization, Interior Forest Sector Renewal, Forest and Range Practices Act Improvement Initiative and the Old Growth Strategic Review. On behalf of the membership UBCM has provided submissions to each of these consultations conveying current member endorsed policy. The release of the June 2021 Intentions Paper and the establishment of the Old Growth Technical Advisory Panel signal the Province's next steps in moving forward with forest policy changes.

1 Modernizing Forest Policy in BC https://www2.gov.bc.ca/assets/gov/farming-natural-resources-andindustry/forestry/competitive-forest-industry/modernizing_forestry_in_bc_report.pdf UBCM 2021 Resolutions Book 23 UBCM Policy Position

As noted in the Resolutions Committee comments the membership has consistently endorsed resolutions that have sought greater engagement and consultation with local governments on forest policy, recognizing the significant impact that decisions can have on forest-dependent communities and their residents. Through the advocacy work of UBCM's Community Economic Development Committee, forest policy change has remained at the forefront UBCM's work with the provincial government. The Committee has partnered with the Province on webinars; met with the Forests Minister to share our policy interests; hosted UBCM convention sessions and represented local government interests through a variety of external committee and working group appointments.

Current Status

In September 2020, the Independent Panel on Old Growth released its report *A New Future for Old Forests*. **In response to the report, the Province committed to acting on the 14 recommendations to protect old growth forests.** The first five recommendations within the report address the conditions required for change:

1. Engage the full involvement of Indigenous leaders and organizations to review this report and any subsequent policy or strategy development and implementation.
2. Declare conservation of ecosystem health and biodiversity of British Columbia's forests as an overarching priority and enact legislation that legally establishes this priority for all sectors.

3. Adopt a three-zone forest management framework to guide forest planning and decision-making.
4. Adopt a more inclusive and stable governance model that gives local communities and stakeholders a greater role in forest management decisions that affect them.
5. Provide the public with timely and objective information about forest conditions and trends.

The report's recommendations outline a four-phased process consisting of immediate actions in the first six months, near-term actions over six to 12 months, mid-term actions over six to 18 months and long-term actions over 18 to 36 months.

In follow up to the Independent Panel report, the Province announced on June 9th that at the request of the Pacheedaht, Ditidaht and Huu-ay-aht First Nations it was deferring old-growth harvesting in the Fairy Creek watershed and central Walbran areas in their territories while the First Nations have an opportunity to develop an Integrated Resource Stewardship plan that will determine the future of forests in its territory. This deferral is in addition to immediate deferrals announced with the release of the Independent Panel report.

Two additional announcements in June 2021, as noted in the Special Resolution, include engagement on the Modernizing Forest Policy in BC Intentions Paper and the establishment of the Old Growth Technical Advisory Panel. With respect to the Intentions Paper, the Province is working with UBCM to host a series of webinars in late July to obtain local government feedback on the 20 recommendations for forest policy changes. This process will also be conducted in a phased approach and Policy Intention #7 within the Paper speaks to a commitment to implementing further deferrals of old growth forests. Parallel consultations are occurring with aboriginal communities on the Intentions Paper.

The second announcement relates to the establishment of a five-member Old Growth Technical Advisory Panel. This Panel will build on the technical work already undertaken with respect to mapping, analysis and detailed information related to the status of old growth forests ecosystems to better inform the public, government to government with First Nations on future deferral areas. Panel members will also provide recommendations and advice on priority areas for development of deferrals.

Both these actions by the Panel are consistent with two recommendations from the Independent Panel's Old Growth Strategic Review. The Special Resolution put forward by the Executive reflects the need for continued local government consultation as the Province moves forward to implement forest policy change that will impact BC communities. It acknowledges and supports the Province's commitment to reconciliation with indigenous communities but also seeks to ensure that local governments continue to be engaged, recognizing that transition support will be needed as policy changes are implemented.

2. C13 Immediate Protection of All At-Risk Old Growth Forests in BC (Lantzville)

Whereas ancient high productivity (big tree) old growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

And whereas of the 2.7 percent of the original high productivity (big tree) old-growth forests (less than 1 percent of BC's total current forested area), 75 percent are still slated to be eliminated through logging;

Therefore be it resolved that UBCM call on the Government of British Columbia to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review Panel, until all 14 of the panel's recommendations have been implemented; including such at-risk old-growth forests as the head waters Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest;

And be it further resolved that UBCM call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-first Nation communities from unsustainable old-growth logging for the development of longterm sustainable local economies.

Submitted Directly to UBCM

UBCM Resolutions Committee recommendation: Refer to Similar Resolution

Refer to resolution SR2

See also resolutions C14, C15, C16, C17, C18 and C19

3. **C14 Immediate Protection for All At-Risk Old-Growth Forests in BC (Comox) – identical to C13 – UBCM Recommendation – Refer to similar resolution.**
4. **C15 Protection of Old Growth Forests (North Vancouver District) – identical to C13 and C14 – UBCM Recommendation – Refer to similar resolution.**
5. **C16 Old Growth Logging (Port Moody) – identical to C13, C14, C15 – UBCM Recommendation – Refer to similar resolution.**
6. **C17 Forestry (Squamish-Lillooet RD)**

Whereas the provincial government completed a province-wide consultation process that resulted in a report entitled A New Future for Old Forests, A Strategic Review of How British Columbia Manages for Old Growth Forests Within its Ancient Ecosystems;

And whereas the recommendations contained therein are long overdue while the remaining old growth forests are diminishing at an alarming rate:

Therefore be it resolved that UBCM ask the government to act on the recommendations in the report and place a deferral, in consultation with First Nations, on all old growth logging while the planning, consultation and meetings take place.

UBCM 2021 Resolutions Book 133

Submitted Directly to UBCM

UBCM Resolutions Committee recommendation: Refer to Similar Resolution

Refer to resolution SR2

See also resolutions C13, C14, C15, C16, C18 and C19

Support for Forestry Workers

7. C18 Support for Working Forests in British Columbia (Port McNeill)

Whereas universal ban of old growth logging would result in major job losses for forestry-based communities and impact the overall provincial economy;

And whereas sustainably managed, working forests are critical for assisting carbon sequestering, managing climate change, supporting continued Indigenous reconciliation, providing a vibrant economy for forest-based communities, employing British Columbians in direct and indirect forestry related businesses, with millions of dollars of investment directly supporting communities and the overall provincial economy;

And whereas British Columbia is recognized as having stringent legislation and enforcement related to elements of sustainable forest management, including requirements for wildlife habitat, water quality, and public and First Nations involvement:

Therefore be it resolved that UBCM request that the Province continue to support working forests in order to protect forestry jobs and the economies of forest-based communities.

Submitted Directly to UBCM

UBCM Resolutions Committee recommendation: Refer to Similar Resolution

Refer to resolution SR2

See also resolutions C13, C14, C15, C16, C17 and C19

8. C19 Support Working Forests on Vancouver Island and in British Columbia (Gold River)

Whereas a ban of Old Growth logging would result in job losses and impact the broader business community;

And whereas a sustainably managed, working forest is critical for assisting carbon sequestering, managing climate change, supporting continued indigenous reconciliation, providing a vibrant economy for forest-based communities, and employing the hard-working men and women of the forest industry in British Columbia where millions of dollars are invested in the North Island, directly supporting forest-based communities and the overall Provincial economy; British Columbia is recognized as having stringent legislation and enforcement related to elements of sustainable forest management, including requirements for wildlife habitat, water quality, and public and First Nations involvement:

Therefore be it resolved that policy on the management of forests in British Columbia should continue to be managed through a rigorous, science-based approach;

And be it further resolved that UBCM calls on the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to continue to support working forests on Vancouver Island and in British Columbia;

And be it further resolved that Council calls on all forest-based communities to develop similar motions to further support working forests in British Columbia;

And be it further resolved that the above motion be distributed to the Council of Forest Industries.

Submitted Directly to UBCM

UBCM Resolutions Committee recommendation: Refer to Similar Resolution

Refer to resolution SR2

See also resolutions C13, C14, C15, C16, C17 and C18

Date: Tuesday, February 15, 2022

To: Nikki Gilmore, Chief Administrative Officer

From: Cameron Chalmers, RPP, MCIP, Consulting Planner

Subject: Development Permit No. 91 Authorization for Issuance
Sunstone Phase 2B and
Development Permit No. 92 Authorization for Issuance Sunstone Phase
2C

PURPOSE

The purpose of this report is for Council to reconsider issuance of Development Permit No. 91 and Development Permit No. 92 which were previously referred to Staff. Though both permits are separate applications, they have effectively the exact same considerations and are being addressed in one report.

BACKGROUND

Council considered both DP 91 and DP 92 on January 18, 2022. Both DP applications were referred to Staff with the following resolutions:

At the Regular Council Meeting No. 1553, held Tuesday, January 18, 2022, Council considered DP92 but decided to refer the matter back to Staff and passed the following resolution:

Moved/Seconded

THAT Council refer Development Permit No. 92 back to Staff to address the retaining wall variance before reconsideration by Council.

CARRIED

At Regular Council Meeting No. 1554, held Tuesday, February 1st, Council passed the following resolution:

Reconsideration of Development Permit No. 91 – Sunstone Phase 2B Common Lot Grading

Moved/Seconded

THAT Council refer Development Permit No. 91 back to Staff to address the retaining wall variance before reconsideration by Council.

CARRIED

The development permits were initially addressed through two reports (**Appendices A and B**), but both applications are in relation to similar developments by the same proponent and have the

same considerations. Accordingly, this reconsideration report addresses both applications which will be considered separately for authorization for issuance.

Before referring the applications back to Staff, at the Regular Meeting No. 1553, held on January 18, 2022, Council passed a resolution to amend DP 91 to obligate future landowners to maintain the landscaping in a healthy and fit condition as follows:

Moved/Seconded

THAT Development Permit No. 91 be amended to add under section J) Landscaping, clause v) *The Owner shall maintain the landscaping in a healthy and fit condition within their individual properties.*

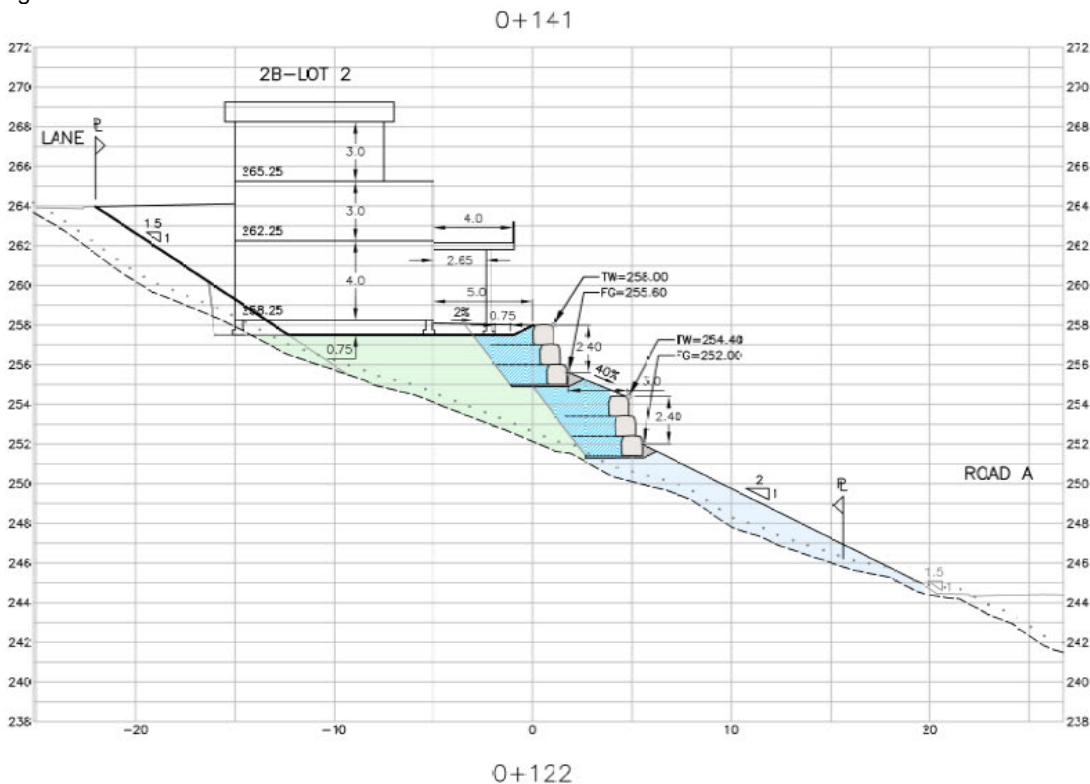
CARRIED

Staff have extended that direction and included the requested clause in both DP 91 and DP 92 and are seeking authorization to issue the permits as amended. The DPs attached to this report include the amendment.

DESCRIPTION

Following the Council direction, Staff met with the Applicants to discuss the Council direction and next steps. The Applicants have elected to provide additional information in support of the application and request Council reconsideration of the proposed DPs, and particularly the included variances, substantially as presented to Council on January 18, 2022. The Applicant's submission is attached as **Appendix C**.

The Applicant's rationale elaborates on a concern expressed at the January 18, 2022 Council meeting that the retaining structures are being situated to create additional rear-yard space on the lots rather than retaining for dwelling structures. The Applicant's subsequent submission provides an additional illustration that much of the rear-yard grading is necessary to support deck structures as shown below.



The drawing illustrates 5 metres (~16.5 feet) between the dwelling structure and the retaining structure on the typical cross section. Though the Village will not entertain building permit applications until the subdivision is complete, the typical section identifies an opportunity to construct a deck of approximately 4 metres (~13 feet), which would cover most of the rear yard should a deck be included in the building permit. Though there is no obligation to construct a deck on each lot, Staff and the Applicant agree that this is the most likely building approach to capitalize on the views on most lots.

Should future building permits not include decks, the setback area could be utilized as yard space. In either event, the grading program seeks to provide modest outdoor space customary to, or required in, all housing forms in Pemberton.

The Applicant submission also identifies that in context, other moves have been made to reduce the extent and cost of retaining walls and retaining structures. The building envelopes identified in both DP 91 and DP92 seek to site buildings as close to the road as possible, to minimize the amount of land being retained.

DISCUSSION & COMMENTS

Staff continue to recommend approval of the applications as presented for the reasons outlined in the reports of January 18, 2022. Staff maintain the proposed variances and approach outlined in the DP represent a preferential approach to hillside development. The proposal will include enhanced landscaping which will soften the visual appearance of the walls. Furthermore, this addresses Council's concern seen in previous phases of the Sunstone Development with respect to individual property owners having differing building elevations. These variances will allow the developer to establish common grading for the 2B and 2C phases.

The issue is not whether there will be retaining walls, nor the amount of retention required. The question before Council is how the land will be retained, and specifically the maximum height of each retaining wall. As shown in both DP 91 and DP 92, the Applicants have outlined two options to achieve the development of the land. The preferred scenario shown in DP 91 and DP 92 is to vary the zoning bylaw to permit larger individual walls in exchange for enhanced landscaping. Should Council choose to not support the variance, the Applicant will be able to achieve the same amount of retention in compliance with the Zoning Bylaw. This would become a minor DP, and if it complies with the development permit area guidelines and zoning bylaw it must be approved. Development Permits are not truly discretionary in that regard.

Further, Staff supports a grading regime that promotes modest outdoor living space associated with single-detached housing. The Village policy structure promotes outdoor living space in the form of decks or garden space. The Village's Development Permit Area Guidelines require this in all multiple family dwellings, and is a customary, though unregulated, feature of single-detached housing developments. Staff believe this promotes livability of all neighbourhoods, and in this instance can be achieved with the comprehensive site grading established in DP 91 and DP 92.

Staff consider the rear yard space proposed in DP 91 and 92 consistent with these objectives and for the reasons identified in this report and the reports of January 18, 2022, recommends approval of the DPs as presented.

ALTERNATIVE OPTIONS AND IMPLICATIONS

This report includes alternative options and recommendations for both DP 91 and DP 92, but they are in substantially the same form. Each DP includes three alternative options. Option 1 for both permits is to approve the DP with the variances included, and Option 2 is to decline the variance and refer the DP back to the Manager of Development Services for consideration of issuance as a Minor Development Permit, without variances. Option 3 is to refer the application(s) back to Staff to address specific, Council directed information requirements or amendments. Additional information and implications for each option is described as follows:

Option 1 Resolution

Option 1 for each application would be the appropriate option should Council wish to approve the DP with the retaining wall height variances.

The option is set up as two separate resolutions that should be addressed individually. The first proposed resolution is specific to the proposed variances in the DP. Council will decide on the acceptability of the variance first. The second part of Option 1 is contingent on the decision on the first resolution. Should the first resolution fail, Council should not consider the second option, but rather consider Option 2. Should the first resolution succeed, the second part of Option 1 for both DPs is to issue the DP as presented, including the variance to retaining wall height. This authorization is subject to landscape deposit for each permit prior to final issuance.

Option 1 Implications

If approved, the implication of Option 1 for both DPs is that the DP would be authorized for issuance, including the retaining wall variance that allows for enhanced landscaping to screen the retaining walls.

Should the first resolution of Option 1 fail, the implication would be that Council declines proceeding by way of variance. In that event, it would be most appropriate for Council to put forward option 2 as the alternative.

Option 2 Resolution

Option 2 includes one resolution in two parts. The first part is to advise that Council will not support the proposed retaining wall height variance. The second part would be a referral to the Manager of Development Services who holds the authority to issue this sort of minor development permit if it does not include variances.

Option 2 Implications

On referral, the Manager would then amend the proposed DPs to eliminate the retaining wall variances, would request amended DP schedules for clarity, and adjust the landscape security to reflect the revised schedules. The Manager would then issue the minor DPs, without variances. Staff do not anticipate this would change the amount of land being retained, the height of retention required, or depth of rear-yards. It is the retention option that complies with the Zoning Bylaw maximum retaining wall height requirement using more retaining walls with slimmer landscape strips between walls.

Option 3 Resolution

Option 3 includes an option for Council to refer the applications back to Staff to address specific comments, suggestions, or requests for additional information as directed by Council.

Option 3 Implications

Staff would work with the Applicants to address the specific items identified by Council in their resolution.

COMMUNICATIONS

There are no communications obligations or implications associated with this report.

LEGAL CONSIDERATIONS

There are no legal considerations associated with this report.

IMPACT ON BUDGET & STAFFING

There is no budget, policy or staffing considerations at this time as the costs are recoverable with the application fees provided.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no impacts on other departments that won't be addressed through the development process.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on neighbouring jurisdictions.

ALTERNATIVE OPTIONS

DEVELOPMENT PERMIT NO. 91 – Sunstone Phase 2B

Option One: Approval with Variances (Two separate resolutions required)

1. **THAT** Development Permit No. 91 include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres.
2. **THAT** Council authorizes Development Permit No. 91, with variances, for issuance to Sunstone Ridge Developments Ltd. on a portion of Lot 2, DL 211 LLD, Plan EPP72101, Except Plan EPP88381 (PID 030-329-621) subject to:
 - Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$28,770 to secure landscaping.

Option Two: Decline Variances and Refer to Staff (One resolution)

THAT Council decline to include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres in Development Permit No. 91;

AND THAT Development Permit No. 91 be referred to the Manager of Development Services for consideration of issuance as a minor Development Permit without variances.

Option Three: Refer to Staff for Amendments or Information

THAT Council refer Development Permit No. 91 back to Staff to address the following matters identified by Council:

- {To be added by Council}

DEVELOPMENT PERMIT NO. 92 – Sunstone Phase 2C

Option One: Approval with Variances (Two separate resolutions required)

1. **THAT** Development Permit No. 92 include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres.
2. **THAT** Council authorizes Development Permit No. 92, with variances, for issuance to Sunstone Ridge Developments Ltd. on a portion of Lot 2, DL 211 LLD, Plan EPP72101, Except Plan EPP88381 (PID 030-329-621) subject to:
 - Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$44,544.00 to secure landscaping.

Option Two: Decline Variances and Refer to Staff (One resolution)

THAT Council decline to include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres in Development Permit No. 92;

AND THAT Development Permit No. 92 be referred to the Manager of Development Services for consideration of issuance as a minor Development Permit without variances.

Option Three: Refer to Staff for Amendments or Information

THAT Council refer Development Permit No. 92 back to staff to address the following matters identified by Council:

- {To be added by Council}

RECOMMENDATIONS

Staff recommend Option One for both DP No. 91 Sunstone Phase 2B and DP No. 92 Sunstone Phase 2C:

DEVELOPMENT PERMIT NO. 91 – Sunstone Phase 2B

1. **THAT** Development Permit No. 91 include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres.
2. **THAT** Council authorizes Development Permit No. 91, with variances, for issuance to Sunstone Ridge Developments Ltd. on a portion of Lot 2, DL 211 LLD, Plan EPP72101, Except Plan EPP88381 (PID 030-329-621) subject to:
 - Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$28,770 to secure landscaping.

DEVELOPMENT PERMIT NO. 92 – Sunstone Phase 2C

1. **THAT** Development Permit No. 92 include a variance to section 7.21 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to increase the maximum retaining wall height from 1.2 metres to 2.4 metres.
2. **THAT** Council authorizes Development Permit No. 92, with variances, for issuance to Sunstone Ridge Developments Ltd. on a portion of Lot 2, DL 211 LLD, Plan EPP72101, Except Plan EPP88381 (PID 030-329-621) subject to:
 - Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$44,544.00 to secure landscaping.

ATTACHMENTS:

All appendices are available on the Village website at the following link:

<https://www.pemberton.ca/public/download/files/200165>

Appendix A: DP 91 Council Report dated January 18, 2022

Appendix B: DP 92 Council Report dated January 18, 2022

Appendix C: Applicant's Rationale and Supplemental Information

Appendix D: Development Permit No. 91 (As Amended)

Appendix E: Development Permit No. 92 (As Amended)

Prepared by:	Cameron Chalmers, RPP, MCIP – Consulting Planner
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: Tuesday, February 15, 2022

To: Nikki Gilmore, Chief Administrative Officer

From: Colin Brown MCP, Planner II

Subject: Agricultural Land Commission, Non-Farm Use Application
1641 Airport Road

PURPOSE

The purpose of this report is to present an application received through the Agricultural Land Commission (ALC) to consider a Non-Farm Use Application for a proposed RV Park to be located at 1641 Airport Road, a parcel of land within the Agricultural Land Reserve (ALR). The RV Park is a non-farm use that must receive approval from the ALC to proceed. The Village of Pemberton (the Village) must consider whether this land should be used for a non-farm use and, if so, provide a Council recommendation to the ALC.

BACKGROUND

The subject property is legally described as Lot 1, DL 204, Lillooet District, Plan 32712 (PID: 002-778-874), with civic address 1641 Airport Road. The subject lands are depicted below and in the attached **Appendix A - Location Map**.



The 4.05-hectare (ha) parcel, about 10 acres, is the location of the former Adventure Ranch that abuts Highway 99 to the north and the Lillooet River to the east. Airport Road continues past this property connecting to the golf courses and airport to the south. The Friendship Trail runs between the parcel and Highway 99 and a portion of the Valley Loop trail abuts the property along the Lillooet River.

Application

The Village has received an application from Cameron (Cam) Watt, on behalf of property owner Ben Sawchuk, to allow for an RV Park and Community Farm at 1641 Airport Road. The subject property is in the Agricultural Land Reserve (ALR), which means that the non-farm use must receive permission from the Agricultural Land Commission (ALC). It is important to note that at this time, the role of the Village is to determine whether this application should be considered by the ALC. As such, Council must review the application and if it is determined there is merit in having the application proceed to the ALC for consideration, Council must pass a resolution to support forwarding it to the ALC. If Village Council does not support forwarding this application to the ALC, the application will not proceed.

It is important to note, that if the ALC is favourable in its assessment of the application, this proposal will also require an Official Community Plan (OCP) and Zoning Amendment from the Village of Pemberton for it to proceed. However, as the ALR takes precedence a decision by the ALC is required before the Village approval process can begin. Should this application receive approval from the ALC, further consultation is required in the OCP and Zoning Amendment process. For clarification, Council is not debating the merits of the proposal rather just whether it should be forwarded to the ALC for consideration.

The application is to create a new RV Park and a Community Farm on the 4.05ha parcel. As outlined in the Application package, attached as **Appendix B**, the Non-Farm Use application is to allow 3.44ha (approx. 85% of the property) to be used as a 91-site RV Park with playground, gathering space, and support facilities. The remaining 0.61ha (approx. 15%) of the parcel will be used as a Community Farm. The key points of the application are summarized below. For more information, please see the Application Package.

The proposed RV Park will accommodate 91 sites under two seasonal operating models. The “Tourist Operation” would run from mid-April to mid-October to serve the short-term tourist market through the summer. The winter season, from mid-October to mid-April, will be operated as a “Winter Stay Program” offering sites available for longer-term stays and an alternative form of affordable winter accommodation. The RV Park will close for a short period at the end of each season and all users will be contractually required to vacate the property.

The RV Park will be serviced by Village water and sanitary systems. A sani-dump station is proposed that will be available for both park users and for the general public. Additional amenities (pool, activity centre, bike storage, office) are distributed throughout the site. Access for the RV Park would be located on Airport Road at the existing entrance to the former Adventure Ranch. The site plan shows a secondary pedestrian access to and from the Friendship Trail.

The proposed Community Farm is modelled after Loutet Farm in North Vancouver, with the intent to provide food production potentially with benefits going towards the Pemberton Food Bank. As this would qualify as agricultural use, by itself a Community Farm does not require permission from the ALC. A separate access to the Community Farm is proposed from Airport Road on the west side of the property.

DISCUSSION & COMMENTS

POLICY REVIEW

Agricultural Land Reserve

The subject property is in the Agricultural Land Reserve (ALR) with land use decisions determined by the Agricultural Land Commission (ALC) when an application includes a non-farm use. The ALR is a provincial land designation intended to protect and preserve land that is best suited for agriculture. The ALR can be described as a special land use zone. Farming is encouraged and supported through the regulation of non-farm uses.

Village of Pemberton bylaws and regulations also apply to the property; however, the ALR takes precedence.

The role of the Village at this stage is to determine whether the application should be forwarded to the ALC for consideration. If Council forwards the application to the ALC, further consideration or processing by the Village comes after the ALC has made its decision. If Council decides to not forward the application to the ALC the application does not proceed further.

Village of Pemberton Bylaws and Regulations

Village of Pemberton Official Community Plan Bylaw No. 654, 2018

The subject parcel currently does not have a land use designation under the Village's Official Community Plan (OCP), to date it retains the designation of "Agriculture" that was assigned when the parcel was still part of the Squamish-Lillooet Regional District (SLRD). Under the Electoral Area C OCP the parcel is designated Agriculture. If this application were to receive approval from the ALC, an OCP amendment bylaw will be required to establish the appropriate land use designation under the Village's OCP.

The Community Planning Directions, Policies, Strategies and Actions contain statements that indicate some support for applications to establish campgrounds from an economic development perspective. Policies also support agriculture and its fundamental role in the settlement of Pemberton.

OCP Strategy 5.7.2.8 Campgrounds

Pemberton's recreation vehicle and tent campers are currently served by Nairn Falls Provincial Park. There are no other serviced public or private camping facilities in the Pemberton Valley. To better accommodate the travelling public the Village encourages applications for potential RV and tent camping, particularly in close proximity to downtown and/or the airport.

OCP 5.8.1 Agriculture Policies

- Preserve and facilitate the enhancement of productive farmland;
- Promote local food production and sales;
- Accommodate community supported agricultural opportunities and land uses; and
- Support a wide range of agricultural practices and preserve land to build local food protection capacity.

The decision to accept the application and to forward the file to the ALC must balance these directions and determine what is best for Pemberton. Comments received from internal and external referrals, and from the Advisory Land Use Commission will help inform Council's decision and are included later on in this report.

Village of Pemberton Zoning Bylaw No. 832, 2018

The property is currently zoned A-1 Agriculture in the Village of Pemberton Zoning Bylaw No. 832, 2018. The list of permitted land uses in the A-1 zone support agricultural and farm uses that are permitted in the ALR. It is worth noting that uses permitted by the ALR cannot be prohibited by Village bylaws. The proposed Community Farm is permitted with no further amendment to the Zoning Bylaw. The application requires a zoning amendment to add RV Park as a permitted land use. The rezoning application process would occur if a positive decision from the ALC is received.

COMMENTS

The purpose of this report is to allow Council to review the application and comments received. External and Internal referral letters were distributed by email in early December. Referral responses received to date are summarized below with full responses attached in **Appendix C and D**. Questions from the responses have been shared with the applicants and any follow up is noted in the discussion. If this application proceeds beyond the ALC decision and becomes part of an OCP and Zoning Amendment application, new referrals and opportunities for comments will be required as per legislation.

External Comments

Referral letters were sent to the following agencies and groups with interest in agriculture:

- BC Ministry of Agriculture
- BC Ministry of Transportation and Infrastructure
- Pemberton Valley Dyking District
- Pemberton and Valley Chamber of Commerce
- Sea to Sky Community Services – Pemberton Food Bank
- Tourism Pemberton
- Pemberton Farmers Institute

A summary of referral responses is provided below and any additional responses received prior to the meeting will be presented verbally.

Ministry of Transportation and Infrastructure (MOTI)

The Ministry of Transportation and Infrastructure submitted a response letter, dated February 3rd, 2022, stating no objections to the proposal. The letter notes several general considerations including drainage, utilities, sound attenuation walls, landscaping and tree removals that impact MOTI systems and right-of-ways. These issues have been shared with the applicant and will be addressed should this application proceed. The full letter is attached as **Appendix C**.

Pemberton Valley Dyking District

The Pemberton Valley Dyking District (PVDD) reviewed the application package, with the Board of Directors in favour of this request as they feel the need for this type of service in Pemberton is well established. They note that this area has not been farmland in a long time so in their opinion, there seems to be no loss of agriculture. It is their belief that the land is low quality for agriculture.

In a letter submitted and attached to this report as **Appendix D**, the PVDD provides more detailed comments regarding the location of the property in the floodplain of the Lillooet River. The property borders the Adventure Ranch Dike and the PVDD must maintain this dike as per Provincial regulations. Snow removal is noted as a concern in the site design, with dumping snow on Crown land between the property and the dike not an option.

Applicant Response:

The applicants have accepted the comments regarding snow removal and the need to provide adequate areas on site for snow build up. These items will be addressed in future updates of the site design and planning.

Pemberton and District Chamber of Commerce

The Pemberton and District Chamber of Commerce (Chamber) reviewed the proposal at the board meeting on December 17th, 2021, and responded with an email attached as **Appendix E**. Overall, the Chamber supports this project being presented to the Agricultural Land Commission for consideration. The Chamber felt the RV Park would be a valued support for tourism in our community, while at the same time addressing social needs around housing in the off season and a community garden. There were some comments from the discussion asking about sight lines from the highway and noting the importance of ensuring the upkeep and maintenance of the park over time.

Applicant Response:

Sight lines will be better represented and understood with elevation renderings to be provided at a later date. The applicant states their intent is that the RV Park will blend well with the local area. Proper buffering will be established so that it provides privacy for the guests at the park while still allowing visibility for passersby looking for accommodation. The applicant also mentioned the ability to highlight and refurbish the existing barn will preserve some of the history associated with the site. The barn will stand out and will be better presented for traffic driving by on Highway 99.

All parks operated by the applicants have on-site Management. They stated, "We work hard to provide a safe, well kept, properly maintained (through a preventative maintenance program) environment".

Staff Comments

Pemberton Fire Rescue

Pemberton Fire Rescue does not have any concerns related the ALC consideration of this application. However, noted concerns for future consideration should the application proceed, namely site crowding and the whether the drive aisle width will accommodate rescue vehicles.

They also noted that if the property were to develop, an additional hydrant would be needed close to the entrance.

Application Response:

The applicant has received these comments and will provide revised drawings showing the drive aisles widths and associated turning radius(s) for emergency response vehicles, to confirm or alleviate any concerns for all around public health and safety.

Corporate and Legislative Services

Corporate and Legislative Services likes the look of the application and sees the proposed RV Park as a much-needed amenity should it be approved. Comments and questions were posed, and the applicants' responses are noted below.

- What is the size of each campsite, and will they accommodate a larger truck and longer camper/RV?
Answer: The RV sites are between 30 feet x 60 feet and 40 feet x 60 feet and will accommodate all RV's.
- Would consideration be given to establishing 4 or 5 pull through sites – these are terribly convenient and would allow for the accommodation of larger RVs?
Answer: We can provide 8 full size "Drive Through" sites.
- Visitor Parking – while some is noted it does not appear to be very much and this will be necessary especially in for the Winter Stay program as likely tenants will have more than one vehicle.
Answer: With respect to parking, each RV site can accommodate at least 2 cars in addition to an RV.
- From an enforcement standpoint, consideration will need to be given related to quiet hours at the RV park as there are residential homes in close proximity.
Answer: Operating Policies will include controls and restrictions regarding quiet enjoyment for the site and for neighbours.

Recreation

Village Recreation Staff see a potential for a programming opportunity for the wider community with the proposed pool. The possibility of a memorandum of understanding or contract for Village Recreation to use the pool for swim lessons and other programs would be beneficial for the community if the pool is developed and open seasonally.

Applicant Response:

The use of the pool by others than the RV residents could be considered subject to agreements with respect to liability, insurance and possible hours of use.

Public Comments

Public Notice was not required at this stage in the process; as noted previously, should the application proceed an OCP and Zoning Amendment will be required along with the required public consultation. Notwithstanding, Staff always encourage applicants to reach out to the immediate neighbours to inform them of development proposals. The applicants for the proposed Non-Farm Use did state they contacted the neighbours and did not receive any substantial comments to address. Separately, Village of Pemberton Staff received a letter in opposition from a group of neighbours.. The summary from their letter is provided below, with the entire submission attached to this report as **Appendix F**.

The proposed density and land-use in the proposal "ALC 2021-001 Non-Farm Use Application, RV Park and Community Farm, 1641 Airport Road" is completely inappropriate for the size and location of the property at 1641 Airport Road. The proposed use is not in line with OCP policies or agricultural priorities outlined by the province. We would go as far to suggest that this proposal should not be approved by Village Council for ALC review, as it in no way aligns with the legislated priorities of the ALR. We encourage you to approach development approvals on this property that are in line with the intended zoning of A-1 Agriculture with 10 accommodation units tied to an agri-tourism business, as even this designation is unique to the valley, and is much more representative of what the community wants.

Applicant Response:

With respect to the neighbours, the applicants appreciate and respect their position. The applicant views that the local economy would have a greater benefit from an RV offering. There would be a greater number of tourists spending dollars in the community and appreciating Pemberton's beauty. The applicant feels this is an Agri-tourism benefit when one considers 15% of the overall land is dedicated to farming. The applicant also stated the community can further benefit through the "Winter Stay Program" from October through to the end of April, when the RV Park can house locals and workers looking for winter accommodations.

Advisory Land Use Commission

The Advisory Land Use Commission (ALUC) met on February 3, 2022, with this application on the agenda for consideration. Following Staff and applicant presentations, the ALUC reviewed the information presented including responses from referrals and passed the following resolution.

THAT the ALUC recommend to Council that the application proceed to the Agricultural Land Commission, but note the following concerns:

- *Proposed density necessary to be viable*
- *Concerns over impacts on adjacent agricultural uses*
- *Potential for other non-soil based agricultural uses*
- *Impacts on soil permeability, ability to restore the soil post-use, and future farming viability*
- *Potential precedent for other Agricultural Land Reserve lands*

AND THAT Council direct Staff to address the following considerations through any future Official Community Plan and Rezoning application(s):

- *Density*

- *RV stall size*
- *Traffic impacts*
- *Setbacks*
- *Fire protection*
- *Quiet Hours*
- *Security for community farm proposal*
- *Community amenities and benefits, including the proposed pool*
- *Riparian setbacks*

Summary and Recommendation

The key question is whether this application is appropriate to send to the ALC for their consideration. If it is, Council must also determine which information needs to be considered.

The comments and questions have identified several points of view on whether agriculture is the best use at this location or if a non-farm use is appropriate. These perspectives are the most relevant to the decision required at this stage. Many of the concerns and issues raised are about land use and the operation of the proposed RV Park. These issues will be best addressed during an OCP and Zoning Amendment process, when the Village has more tools to evaluate the community benefit, future traffic, noise, and other issues.

Density is a concern for the neighbours and was also discussed at the ALUC. Comments point to the OCP and the goal of creating complete communities using Smart Growth principles. While this point is valid, the location and the proposed use (an RV Park) are unique. An RV Park is not compatible with the density of the Village Core or well-organized nodes. This use is more typical of rural areas where there are limited opportunities for infill development and the ability to connect to municipal services. However, this location is well connected to the highway, Friendship Trail, and Village services that are below ground along Airport Road. While this proposed development does not form a compact community, there are reasons to consider adding infill and some density at this location. However, the impacts of a busy site must still be addressed, with additional opportunities for assessment coming through the OCP and rezoning process.

The other side of this question is whether this land should stay as farmland and available for agricultural uses. The applicant and some of the responses have noted that this parcel is relatively poor agricultural land. However, there has not been a definitive determination from a qualified source. A referral letter was sent to the Ministry of Agriculture, with no response received to date. During the discussion at the ALUC, the idea of having a report from a qualified Agrologist was raised, though this recommendation was not included in the ALUC resolution. Staff feel that this would be valuable information for the ALC to consider and to confirm the quality of land for the purpose of agriculture.

All things considered, Staff agree with the recommendation of the ALUC, and support this application to be forwarded to the ALC for their consideration. The list of information and items for the ALC to consider largely considers the comments and concerns summarized in this report. Staff recommend the addition of an Agrologist Report as part of the ALC consideration to confirm claims that this parcel is poor agricultural land.

COMMUNICATIONS

Staff have distributed referrals of the application to the standard list of internal Village departments and select referral agencies requesting comments. The comments received to date are presented with summaries in the previous section.

There are no further communications considerations at this time. Should this application proceed and receive a positive decision from the ALC, a full OCP and Rezoning process will be required along with the necessary public consultation activities.

LEGAL CONSIDERATIONS

The *Agricultural Land Commission Act*, S.B.C. 2002, c. 36, (the "ALC Act"), is the high-level statute that sets out principles and broad rules for the protection of agricultural land in British Columbia. The *ALC Act* takes precedence over but does not replace other legislation and bylaws that may apply to the land. Local and regional governments, as well as other provincial agencies, are expected to plan in accordance with the provincial policy of preserving agricultural land.

As the local government under the *ALC Act*, the Village of Pemberton bylaws apply and therefore the proposed development that is the subject of this application will require an OCP Amendment to establish the appropriate Land Use Designation, and a Zoning Amendment to allow the proposed RV Park as a permitted land use. An RV Park is a non-farm use and is not permitted on agricultural land under the *ALC Act*. To allow the non-farm use, the applicants require a positive decision from the ALC to permit the land use.

The Village of Pemberton has the discretion to forward or not forward applications to the ALC pursuant to s.25(3) and s.30(4) of the *ALC Act*. If Council chooses not to authorize the application be forwarded to the ALC, the application does not proceed further and will not be considered by the ALC nor will a subsequent application for an OCP and Zoning Amendment be accepted by the Village. If Council authorizes the application to be forwarded to the ALC, Staff must prepare a report that includes the Council resolution, and any recommendations or information Council determines to be important for consideration by the ALC.

It is Important to note that a decision to approve this application to be considered by the ALC does not affirm approval of the overall project. Village Council maintains its role as decision makers if this file receives a positive outcome at the ALC and returns with an OCP and Zoning Amendment application.

IMPACT ON BUDGET & STAFFING

The required application to the ALC for the non-farm use adds an additional process, instead of going straight to OCP and Zoning Amendments. Application fees for the ALC application is determined by the ALC with half coming to the Village of Pemberton and the remainder going to the ALC should this application proceed.

ALC applications are rare for the Village of Pemberton which has led to some additional Staff time to research best practices and establish a process. Staff have taken the opportunity to put together a procedure that mirrors those used by the SLRD and similar communities that have

ALR land within municipal boundaries. The hope is an established process will reduce staff time spent on future ALC applications.

A future OCP and Zoning Amendment application would require application fees and costs for Staff and consultant time would be recovered from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

This application has been referred to all Village Department for their review and comments, which have been included in this report. There are no further interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Development Services Department.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The immediate consideration of using land in the Agricultural Land Reserve for a non-farm use has potential impacts on other jurisdictions. The Ministry of Agriculture, Ministry of Transportation and Infrastructure, Pemberton Valley Dyking District and other agencies were included in the referral process, with responses included and attached to this report.

Should this application proceed beyond the ALC decision and become an OCP and Zoning Amendment application, a *Local Government Act* Section 475 report will be brought before Council to consider additional referrals and consultation activities that will be required.

ALTERNATIVE OPTIONS

Option One: (recommended) **THAT** the Non-Farm Use application submitted by Cameron Watt on behalf of Little Prairie Holdings Ltd., for the development of a RV Park at 1641 Airport Road (legally described as Lot 1, DL 204, Lillooet District, Plan 32712 (PID: 002-778-874) be supported;

AND THAT Staff be directed to forward the application to the Agricultural Land Commission (ALC) for consideration, and note the following concerns:

- Proposed density is necessary to be viable
- Concerns over impacts on adjacent agricultural uses
- Potential for other non-soil based agricultural uses
- Impacts on soil permeability, ability to restore the soil post-use, and future farming viability
- Potential precedent for other Agricultural Land Reserve lands

AND THAT the applicant be required to submit a report to the ALC from a qualified Agrologist to confirm the quality of the agricultural land that is the subject of this application;

AND THAT Council direct Staff to address the following considerations through any future Official Community Plan and Rezoning application(s):

- Density
- RV stall size
- Traffic impacts
- Setbacks
- Fire protection

- Quiet Hours
- Security for community farm proposal
- Community amenities and benefits, including the proposed pool
- Riparian setbacks

Option Two: THAT Council supports this application and directs Staff for forward the application to the Agricultural Land Commission (ALC) for consideration, as presented by the applicant.

Option Three: THAT Council does not support this application and directs Staff to inform the Agricultural Land Commission and the applicant that the application has been refused.

Option Four: As determined by Council.

RECOMMENDATIONS

Staff recommend Option 1:

THAT the Non-Farm Use application submitted by Cameron Watt, on behalf of property owner Little Prairie Holdings Ltd , for the development of a RV Park at 1641 Airport Road (legally described as Lot 1, DL 204, Lillooet District, Plan 32712 (PID: 002-778-874) be supported;

AND THAT Staff be directed to forward the application to the Agricultural Land Commission (ALC) for consideration, and note the following concerns:

- Proposed density is necessary to be viable
- Concerns over impacts on adjacent agricultural uses
- Potential for other non-soil based agricultural uses
- Impacts on soil permeability, ability to restore the soil post-use, and future farming viability
- Potential precedent for other Agricultural Land Reserve lands

AND THAT the applicant be required to submit a report from a qualified Agrologist to confirm the quality of the agricultural land that is the subject of this application, and informs the ALC decision on this matter;

AND THAT Council direct Staff to address the following considerations through any future Official Community Plan and Rezoning application(s):

- Density
- RV stall size
- Traffic impacts
- Setbacks
- Fire protection
- Quiet Hours
- Security for community farm proposal
- Community amenities and benefits, including the proposed pool
- Riparian setbacks

ATTACHMENTS:

Appendix A: Location Map

Appendix B: Application Package: ALC Application and Site Plan

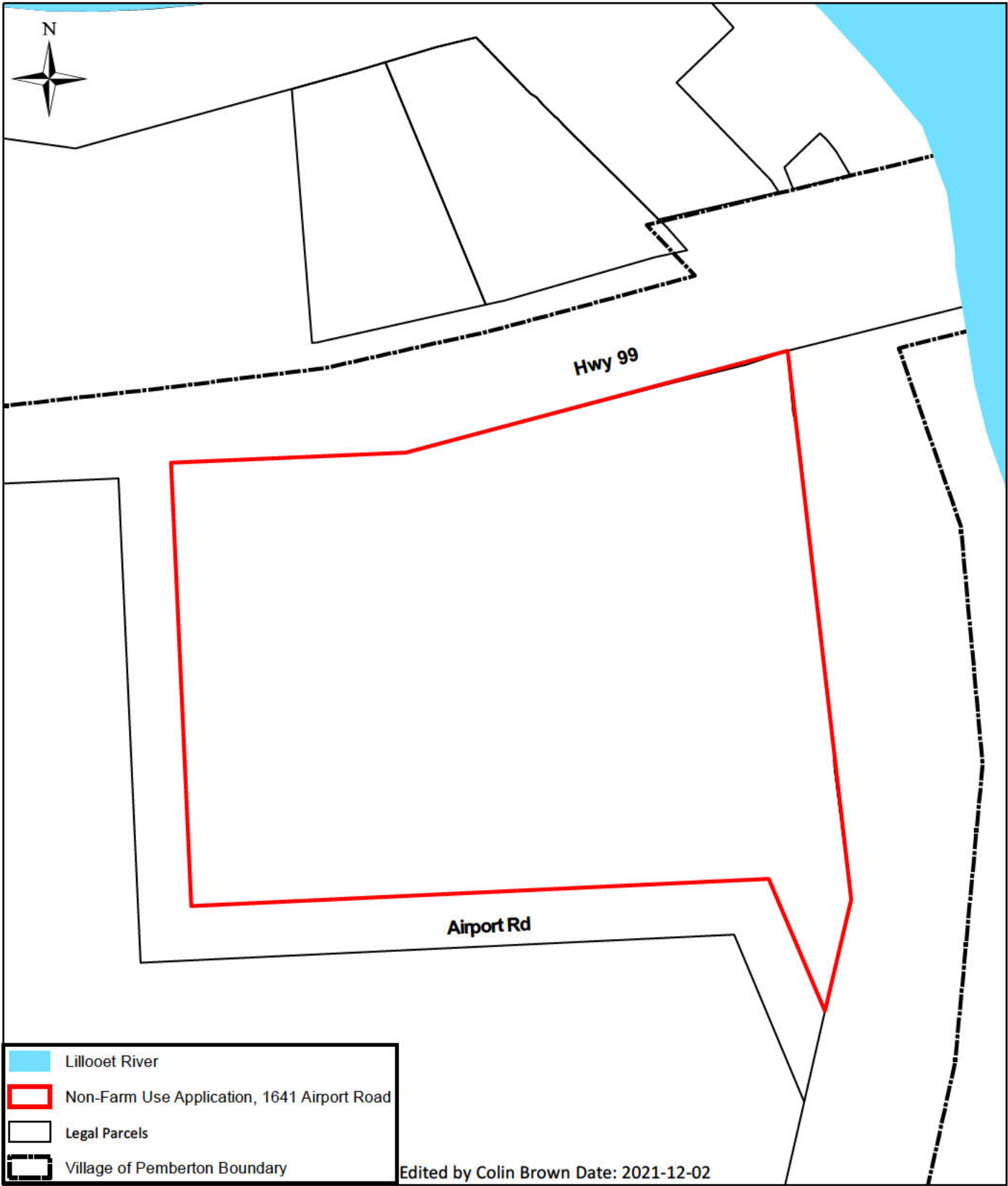
Appendix C: Ministry of Transportation and Infrastructure Referral Response Letter

Appendix D: Pemberton Valley Dyking District Referral Response Letter

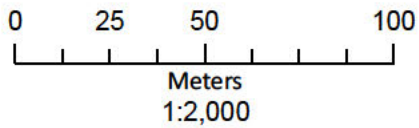
Appendix E: Pemberton and Valley Chamber of Commerce Email

Appendix F: Letter from the Neighbours

Prepared by:	Colin Brown, Planner II
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Edited by Colin Brown Date: 2021-12-02



Location Map
ALC Non-Farm Use Application
1641 Airport Road





Referral Summary

Project: 2021-001
ALR – Non-Farm Use Application

Civic Address	1641 Airport Road			
Legal Description	Lot 1	DL 204	Plan 32712	Lillooet
Owner's Name(s)/Address	Agent's Name:			
Little Prairie Holdings Ltd., INC. BC1122912 447 232 nd Street Langley BC V2Z 2W2	Cameron Watt			
c/o Ben Sawchuk				

Application Request	Agricultural Land Commission – Non-Farm Use
Existing OCP Designation	Agriculture (SLRD Area 'C' OCP No. 689, 1999)
Existing Zoning Designation	A-1 Agriculture (Zoning Bylaw 832, 2018)

Agricultural Land Reserve

The property is located in the Agricultural Land Reserve (ALR) and requires permission from the Agricultural Land Commission (ALC) for Non-Farm Use. ALC authority supersedes that of the Village of Pemberton bylaws and must be resolved prior to any further approvals from the Village. The role of the Village is for Council to determine whether this application for non-farm use should be considered by the ALC.

The proposal will require subsequent applications to amend the Village of Pemberton Official Community Plan and to rezone the property to allow the RV Park. The normal application process including additional referrals and additional opportunities for comments, and a public hearing, will occur only after a positive ALC decision.

Project Intent

The application is to create a new RV Park and a Community Farm on the 4.05ha parcel. As outlined in the Applicant Submission, the Non-Farm Use application is to allow 3.44ha (approx. 85% of the property) to be used as a 91-site RV Park with playground, gathering space, and support facilities. The remaining 0.61ha (approx. 15%) of the parcel will be used as a Community Farm. The key points of the application are summarized below. For more information please see the attached ALC Application Submission and Site Plans.

The proposed RV Park will accommodate 91 sites under two seasonal operating models. The "Tourist Operation" would run from mid-April to mid-October to serve the short-term tourist market through the summer. The winter season, from mid-October to mid-April, will be operated as a Winter Stay Program offering sites available for longer-term stays and an alternative form of affordable staff accommodation. The RV Park will close and all users will be required to vacate the property at the end of each season.

The RV Park will provide be serviced by water and electrical power and will be connected to a sanitary system. A separate sani-dump station is proposed that will be available for both park users and for the general public. Additional amenities (pool, activity centre, bike storage, office) are distributed throughout the site. Access for the RV Park would be located on Airport Road at the existing entrance to the former Adventure Ranch. The site plan shows a secondary pedestrian access to and from the Friendship Trail

The proposed Community Farm is modelled after Loutet Farm in North Vancouver, with the intent to provide food production potentially with benefits going towards the Pemberton Food Bank. As this would qualify as agricultural use, by itself a Community Farm does not require permission from the ALC. A separate access to the Community Farm is proposed from Airport Road on the west side of the property. With the proximity of this access to Highway 99, the Ministry of Transportation and Infrastructure will be sent a referral with respect to this application.

The Village contact information for the application is Colin Brown, Planner II, Email: cbrown@pemberton.ca Phone: 604-894-6135 x239.

Colin Brown MCP, Planner II	December 3, 2021
Development Services Department	

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 64104

Application Status: Under LG Review

Applicant: Ben Sawchuk

Agent: Cam Watt

Local Government: Village of Pemberton

Local Government Date of Receipt: 11/05/2021

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: The purpose of the proposal is to permit the use of 3.44 Ha of the 4.05 Ha parcel for desirable, needed facilities within the Village of Pemberton and to use 0.61 Ha of the parcel for a Community Farm which does not presently on the site.

The proposed non-farm use will consist of an RV Park, comprising 91 RV sites [approximately 180 M2 per site], plus playgrounds and other support facilities to enhance the experience of the RV visitors. The RV Park will fill a demonstrated need for the Village, and will provide a substantial boost to the local economy through enhanced tourism on a year round basis. Although the RV Park will operate year round, there will be no permanent residents, such as would typically present in a mobile home park. The RV Park will function in 2 separate operating modes. The first mode will be tourist related during the period from mid April to mid October, when RV's will stay at 1 of the 91 sites for a relatively short duration. Each of the 91 sites will only have an RV on it as there are no permanent residential buildings.

At the end of the 6 month "Tourist Operation" the park will shut for several days to prepare for the second operating mode whereby RV owners who have signed a short term lease agreement can stay at 1 of the 91 sites for 6 months, from mid October to mid April. This is known as a Winter Stay Program. At the end of the Winter Stay Program, all of the RV's must leave the site and the Park reverts to the Tourist mode. The Winter Stay Program will help to address the annual winter staff problem in the area, essentially providing affordable staff accommodation.

The RV Park will incorporate several important features.

The roads and RV sites will not be paved but will be surfaced with compacted gravel, with approximately 30% of each 180 M2 RV site will be grass. The playground will be grass and wood chips and the Works Yard will be gravel - there will be no impervious areas on grade.

Each of the RV sites will be serviced by water and power as well as having a sanitary connection. A separate sani dump station will be located near the entry for use by vehicles not necessarily staying at the Park.

The existing barn will be retained as a support facility for the RV guests and will contain Ebikes and regular bikes for use by the guests who may want to access the neighbouring trails, or ride to the Village. A conveniently located connection to the Friendship Trail will be provided adjacent to the barn.

The barn precinct will also include several charging stations for EV's and each RV site will include a 50 Amp electrical outlet to allow our other EV's or other devices to be charged there.

The barn will also be the location of the project Recycling Center and the site of a composting station.

The project will be landscaped utilising low water use Xeriscape Landscape Principles. Native plant material will be used around the perimeter of the site to partially screen the Park from the public view.

The second component of the proposal is the development of a small Community Farm on the 0.61 Ha westerly portion of the site.

Applicant: Ben Sawchuk

This part of the parcel will be separated from the RV site by a solid acoustic fence barrier and several meters of landscaping.

The proponents for the project have identified a concept that would provide significant benefit to the Pemberton Food Bank [PFB].

Discussions with the PFB have confirmed that one of the challenging aspects of the PFB work is providing nutritious fresh food to the PFB's users. Access to locally grown fresh vegetables would be a significant addition to their efforts.

The Community Farm concept illustrated on the site concept plan has been informed by discussions with the Loutet Farm [North Vancouver] and a review of the Pemberton Agricultural Parks Master Plan [APMP].

Following the lead of the APMP, future steps will include a public information meeting.

Agent Information

Agent: Cam Watt

Mailing Address:

[REDACTED]

Canada

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 002-778-874

Legal Description: LOT 1 DISTRICT LOT 204 LILLOOET DISTRICT PLAN 32712

Parcel Area: 4.1 ha

Civic Address: 1641 Airport Road, The Village of Pemberton, BC

Date of Purchase: 12/06/2018

Farm Classification: Yes

Owners

1. **Name:** Ben Sawchuk

Address:

[REDACTED]

Canada

Phone: [REDACTED]

Email: [REDACTED]

Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

There is currently no agriculture taking place on the parcel.

Applicant: Ben Sawchuk

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

There have been no agricultural improvements to the parcel.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

There are currently no businesses operating on the site. The parcel has previously operated as a destination "Adventure Ranch" with various activities including horseback riding and rivercraft activities. That business is no longer operational and the single family home on the site burned down several years ago.

Adjacent Land Uses

North

Land Use Type: Transportation/Utilities

Specify Activity: The Sea to Sky Highway and across the Highway 0.61 Ha single Family homes

East

Land Use Type: Recreational

Specify Activity: a 65 M wide Greenbelt between the parcel and the Lillooet River

South

Land Use Type: Recreational

Specify Activity: Big Sky Golf Club

West

Land Use Type: Agricultural/Farm

Specify Activity: Airport Road

Proposal

1. How many hectares are proposed for non-farm use?

3.4 ha

2. What is the purpose of the proposal?

The purpose of the proposal is to permit the use of 3.44 Ha of the 4.05 Ha parcel for desirable, needed facilities within the Village of Pemberton and to use 0.61 Ha of the parcel for a Community Farm which does not presently on the site.

The proposed non-farm use will consist of an RV Park, comprising 91 RV sites [approximately 180 M2 per site], plus playgrounds and other support facilities to enhance the experience of the RV visitors. The RV Park will fill a demonstrated need for the Village, and will provide a substantial boost to the local economy through enhanced tourism on a year round basis. Although the RV Park will operate year round, there will be no permanent residents, such as would typically present in a mobile home park. The RV Park will function in 2 separate operating modes. The first mode will be tourist related during the period from mid April to mid October, when RV's will stay at 1 of the 91 sites for a relatively short duration. Each of the 91 sites will only have an RV on it as there are no permanent residential buildings.

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Applicant: Ben Sawchuk

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The second component of the proposal is the development of a small Community Farm on the 0.61 Ha westerly portion of the site.

This part of the parcel will be separated from the RV site by a solid acoustic fence barrier and several meters of landscaping.

The proponents for the project have identified a concept that would provide significant benefit to the Pemberton Food Bank [PFB].

Discussions with the PFB have confirmed that one of the challenging aspects of the PFB work is providing nutritious fresh food to the PFB's users. Access to locally grown fresh vegetables would be a significant addition to their efforts.

The Community Farm concept illustrated on the site concept plan has been informed by discussions with the Loutet Farm [North Vancouver] and a review of the Pemberton Agricultural Parks Master Plan [APMP].

Following the lead of the APMP, future steps will include a public information meeting.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

This proposal could be accommodated on lands outside the ALR, but due to the lack of non-ALR available land in the Village and the fact that non-ALR land would place the RV Park in an undesirable proximity to other residential or commercial uses, we feel the proposed parcel is perfect for the intended and proposed use.

4. Does the proposal support agriculture in the short or long term? Please explain.

The 3.44 Ha component of the parcel does not support agriculture in the short term and the 0.61 Ha [15 %] component of the proposal will in fact function as a Community Farm. The fact that there is no house or other structure on the site, except for a small parking area, 100% of the 0.61 Ha will be used exclusively for supporting the growing of food..

With respect to the long term support of agriculture the following should be considered:

*- new permanent structures to be constructed, will represent approximately 2% of the parcel area
- the 91 RV sites will all have one of the various types of RV's described by the Canadian Recreational Vehicle Association - Motorized RV's, Towable RV's or Park Model RV's - all are non permanent and easily removeable.*

- the 91 RV sites and the several small buildings on site will be serviced with water, power and

sanitary collection by the underground installation of those services. These services will be buried in trenches throughout the site.

- In the event that the 3.44 Ha component of the site was to revert to an agricultural use, the underground services could simply be terminated at a suitable depth below grade and the site would, together with the westerly 0.61 Ha component of the site, be available for farm use.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

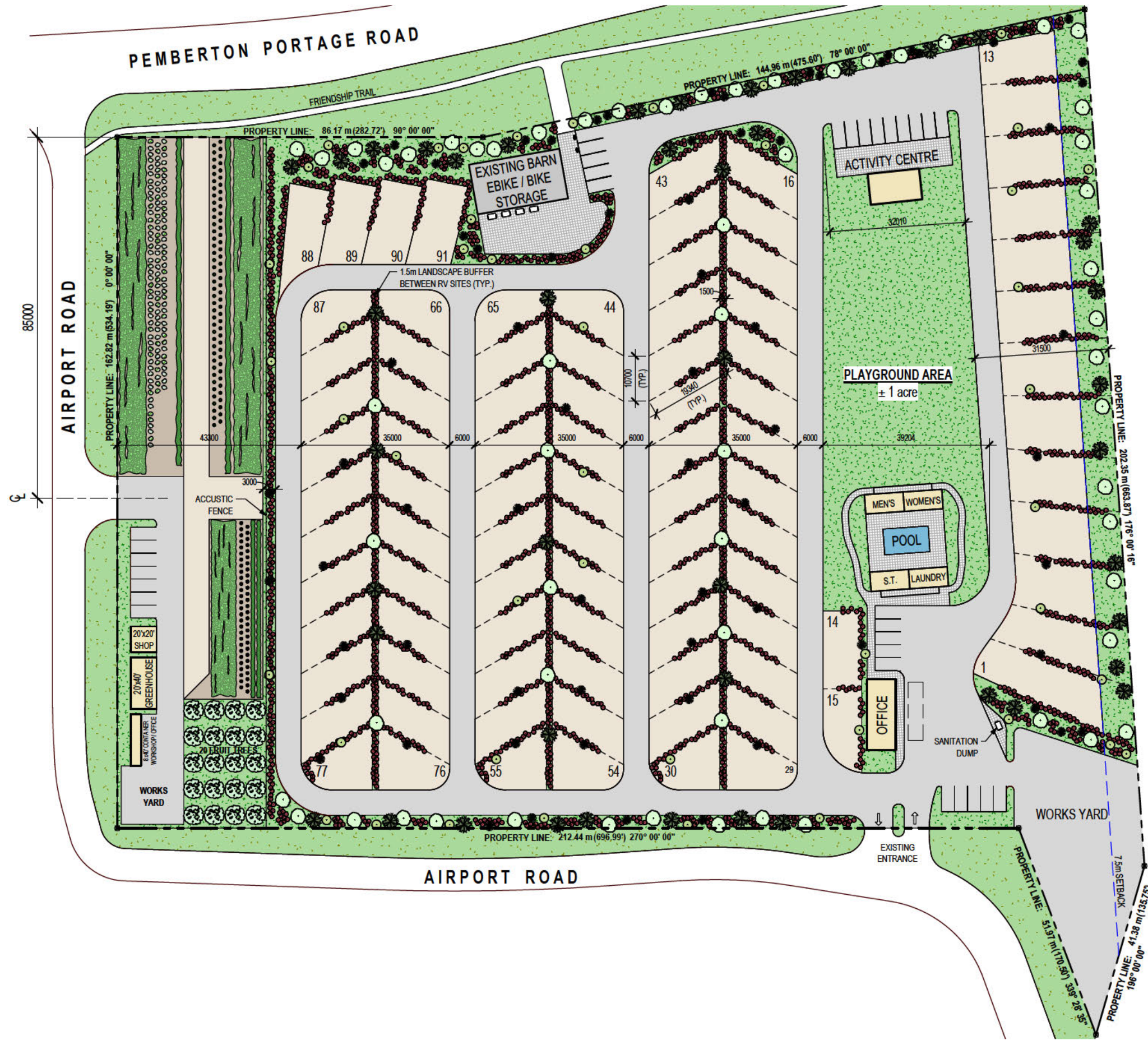
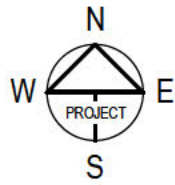
- Agent Agreement-Cam Watt
- Proposal Sketch-64104
- Other correspondence or file information-Underground Cross Section
- Certificate of Title-002-778-874

ALC Attachments

None.

Decisions

None.



1 SITE LAYOUT
1 : 1000

SITE INFORMATION

ADDRESS:
1641 AIRPORT ROAD, PEMBERTON BC

LEGAL DESCRIPTION
LOT 1
DISTRICT LOT 204
LILLOOET DISTRICT PLAN 32712

LOT AREA:
TOTAL LOT AREA: 10.2 acres (4.1324 ha) 41,324 m²

REV	DATE	DESCRIPTION
REVISIONS		

Project:
PEMBERTON RV CAMP GROUND

COM-TECH
www.comtechdesign.com

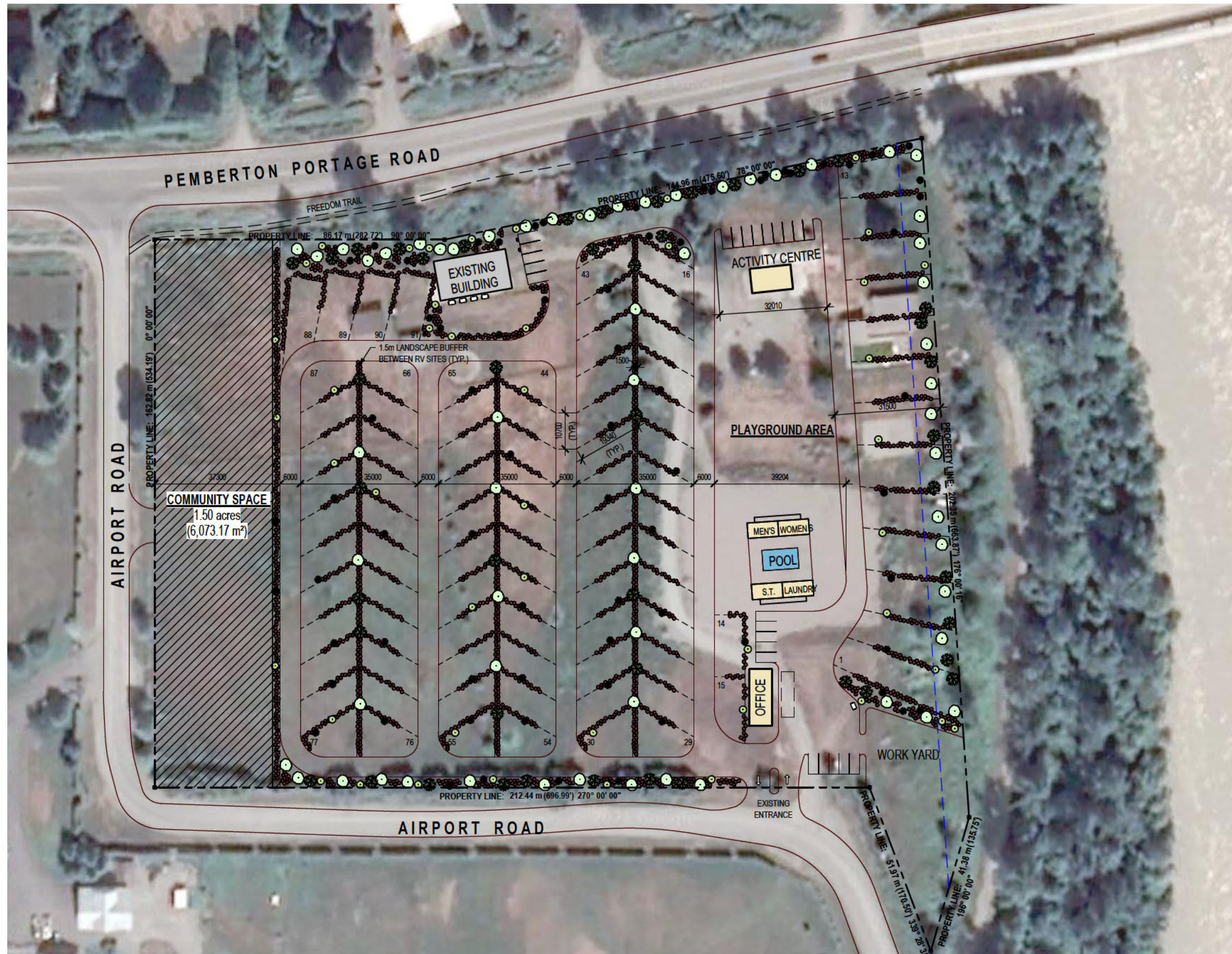
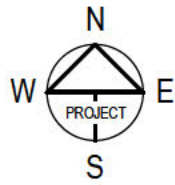
Address: 306 1235 28th Avenue SE Calgary, AB T2G 1R7 Phone: 403.263.3040

Design by: JLC
Scale: Village of Pemberton
Date: 25 OCT 21

Drawing: Regular Council Meeting No. 1555
Tuesday, February 15, 2022

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SITE INFORMATION

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LOT 1
DISTRICT LOT 204
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LOT AREA:
TOTAL LOT AREA: 10.2 acres (4.1324 ha) 41,324 m²

REV	DATE	DESCRIPTION
REVISIONS		

Project:
PEMBERTON RV CAMP GROUND

COM-TECH
www.comtechdesign.com

Address: 306 1235 26th Avenue SE Calgary, AB T2G 1R7 Phone: 403.263.3040



Design by: JLC	Scale: Village of Pemberton	Date: 25 OCT 21
Drawing: Regular Council Meeting No. 1555 Tuesday, February 15, 2022		SD0.1

1 SITE LAYOUT - GOOGLE UNDERLAY
1" = 100'-0"

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① ENLARGED BARN PRECINCT
1 : 250

REV	DATE	DESCRIPTION
REVISIONS		
Project:		
PEMBERTON RV CAMP GROUND		
 www.comtechdesign.com		
		
<small>Address: 306 1235 26th Avenue SE Calgary, AB T2G 1R7 Phone: 403.263.3040</small>		
Design by:	Scale:	Date:
JLC	Village of Pemberton	25 OCT 21
Drawing:	Regular Council Meeting No. 1555	SD1.0
ENLARGED BARN PRECINCT		Tuesday, February 15, 2022



Appendix C

MoTI File #: 2021-06614

Date: Feb/03/2022

Village of Pemberton
7400 Propsect Street
PO Box 100
Pemberton, British Columbia V0N 2L0
Canada

Attention: Colin Brown, Planner

**Re: Proposed Municipal Referral Approval Application for:
LOT 1 DISTRICT LOT 204 LILLOOET DISTRICT PLAN 32712
1641 Airport Road, Pemberton**

Thank you for the opportunity to review the above noted proposal at Airport Road. After review the Ministry has no objection to the proposal, but would like to note the following for the applicant to be aware of:

Drainage

No storm drainage shall be directed into Ministry of Transportation and Infrastructure systems. This would include, but is not limited to, collection/run-off of the internal road system. All storm water is to be directed to a municipally maintained storm system. Otherwise a stormwater management plan shall be submitted to the Ministry for review and acceptance prior to installation of drainage systems.

Utility Permits

The owner/developer will be responsible for obtaining Provincial Public Highway Permits for any new utilities in the highway right of way.

Sound Attenuation Walls

The owner/developer to be aware that any proposed sound attenuation measures will be the responsibility of the owner/developer to fund and maintain.

Landscaping and Tree Removals

Any landscaping or tree removals in the highway right of way will require a Provincial Public Highway Permit from our office.

If you have any questions please feel free to call Kattia Woloshyniuk at (236) 468-1926.

Yours truly,



Kattia Woloshyniuk
Senior Development Officer

Local District Address
<p>Squamish Area Office 101-42000 Loggers Lane Squamish, British Columbia V8B 0H3 Canada Phone: () - Fax: (604) 898-4376</p>

Appendix D



**To: Colin Brown, MCP, Planner II
Development Services**

**RE: ALC 2021-001 – Non-Farm Use Application, RV Park and Community
Farm, 1641 Airport Road**

The PVDD has reviewed the referral request. The Board of directors is in favour of this request as the need for this type of service in Pemberton is well past due. This area has not been farmland in a very long time so there seems to be no loss of agriculture and it should be noted that the land is low quality for agriculture as well.

Pemberton is on the Flood Plain of the Lillooet River. Pemberton has flooded many times in its history. The most common times for floods to occur are from October to December, however as we saw this year they can happen at any time.

During summer 2021 the proposed property was part of an evacuation due to high river flows. It is important to understand the relationship between the river and this property. During some high water events the Lillooet River gets high enough that the property get pressure from ground water from the hydraulic effect of the Lillooet River. This means that water will come up through the ground and cause localized issues. This property is relatively high elevation and protected by the highway and the dike. This is not a reason to not move ahead with the Development but it is worth noting. Almost all properties in Pemberton have the same issue.

More information on the flood risk can be found on the PVDD website and there is a great floodplain map in the link below.

<https://www.slrdb.ca/emergency-program/hazard-reports-information/local-hazard-reports/pemberton-valley-flood-hazard>

Comments on the design of the property:

Pemberton has a vast diking system. This property Borders the Adventure Ranch Dike and the PVDD must maintain this dike as per Provincial regulations. The PVDD must perform vegetation management, inspection and repairs as required. The PVDD mows the dike every spring in June. The mowing takes about half a day and does cause noise and dust. The dikes are under Provincial regulation and the DMA Act.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96095_01



It is important for property owners to understand the rules regarding dikes. The property owner can also reach out to the PVDD if they have any questions.

Pemberton gets a lot of snow some years. We want to point out that the current property design does not have very good snow removal geometry and this may cause issues. We see time and time again that developments do not have snow removal and dump areas that make this work efficient. Dumping snow on the Crownland between the property and the dike is not an option.

Kevin Clark

Manager, PVDD

To: mkemp@pembertonchamber.com
Subject: RE: Referral - Agricultural Land Commission Non-Farm Use Application, 1641 Airport Road (former Adventure Ranch)

From: mkemp@pembertonchamber.com <mkemp@pembertonchamber.com>
Sent: Tuesday, January 4, 2022 12:45 PM
To: Colin Brown <cbrown@pemberton.ca>
Cc: Scott McRae <smcrae@pemberton.ca>
Subject: RE: Referral - Agricultural Land Commission Non-Farm Use Application, 1641 Airport Road (former Adventure Ranch)

Hi Colin,

Happy New Year. Great to meet you on Zoom back in early December!

The Pemberton Chamber + District Chamber of Commerce reviewed the proposal at our last board meeting on December 17th. Overall we support this project being presented to the Agricultural Land Commission for consideration. The RV park would be a valued support for Tourism in our community, while at the same time addressing social needs around housing in the off season and a community garden. A couple of comments came up in our discussion for consideration as this moves forward.

- What would sight lines look like from the highway?
- The importance of ensuring that the up keep and maintenance of the park is maintained over time.

We look forward to hearing how this project progresses.

Thanks,

Meredith

Meredith Kemp
Executive Director
Pemberton + District Chamber of Commerce
e: mkemp@pembertonchamber.com
p: 604.905.9167
w: pembertonchamber.com

Dear Mr. Brown,

Please accept this email on behalf of the neighboring properties of 1641 Airport Road. We are concerned about the recent proposal for “**ALC 2021-001 Non-Farm Use Application, RV Park and Community Farm, 1641 Airport Road**”. We recognize that an Agricultural Land Commission (ALC) approval is required for this proposal as it is located within the Agricultural Land Reserve (ALR). We understand that at this time the Village of Pemberton (VOP) Mayor and Council will be determining if this proposal should go forward to the ALC review.

The developer phoned yesterday and in speaking about this proposal he proclaimed, “we want to build what Pemberton wants!”. As a resident for over 20 years, what I want is to see the function and character of this property preserved with the intended zoning of A-1 Agriculture that includes the exceptional allowance for 10 accommodation units that are directly tied to an agri-tourism business.

We have many concerns with this proposal detailed below:

- This proposal blatantly counters many of the principals outlined in Pemberton’s Official Community Plan (OCP) including the Section 5.1 *Growth is Managed with Community Priorities*. This policy includes embracing Smart Growth principles such as “protect and enhance agricultural lands”, and this property is clearly designated as agricultural land (OCP Map K-Environmentally Sensitive Areas). This proposal also runs counter to the OCP urban growth boundary (OCP Map A-Urban Growth Boundary), which is focuses developments of this scale in other areas. The sheer density of the proposed 91-unit RV park completely eliminates the functional use of most (85%) of the available agricultural land. Although the proponent has committed to offering 15% of the property (~1.5 acres) to a “community farm”, they have also proposed roadways, parking, and buildings within this “farm”, which further reduces the actual available agricultural space. Although they have generously offered the food produced to be given to the food bank, there are already programs in place that do this, such as Stewardship Pemberton’s food bank plot. These plots require full-time care for food production and if this is going to be viewed as a community benefit trade-off for such a high-density proposal, plans to operate and maintain these gardens should be very transparent, including how benefits to the food bank can be extended year-round.
- The subject property falls within the Lillooet River Floodplain area (OCP Map L-Land Constraints) and was part of an evacuation alert as recently as 2021. The property is at risk from flooding from the Lillooet River, where the flood hazard has been greatly increased by the Meager landslide debris according to recent floodplain mapping updates¹, but also from Green River and Pemberton Creek (see OCP Section 5.2.2(8)). The agent is proposing extensive development which does not adhere to flood construction levels including extensive electrical servicing at all 91 sites as well as a ground level sani-dump. How will these be constructed to ensure minimal risk from anticipated flood risk? What provisions are in place to assist with potential emergency response required for such a high-density, year-round accommodation? This is a realistic concern as the most recent evacuation alerts occurred over the July long weekend–presumably when this site would be a full capacity.

¹ <https://www.slrld.bc.ca/inside-slrld/reports/lillooet-river-floodplain-mapping#overlay-context=inside-slrld/reports>

- Traffic control is going to be extremely challenging for anything beyond what this property is currently zoned for (10 accommodation units tied to an agri-tourism business). We have all experienced the increase in traffic from regional visitors since COVID-19, including exceptional use on long-weekends. This proposal greatly increases the risk of accidents along Highway 99 as there are no right or left turning lanes off Highway 99 to access Airport Road. In the past year, I have witnessed two accidents at this intersection, both which occurred as a result of distracted driving. Increasing RV's turning at this intersection is likely to increase this risk along this narrow section of the highway. Furthermore, the two property access sites on Airport Road are right at 90-degree corners. Given the sheer number of proposed people that will be turning into the property, both from Highway 99 and Airport Road, how will traffic be managed for this proposed density?
- Destination RV's rarely travel as single occupants, and more often with families and friends. Furthermore, the 6-month "Winter Stay Program" is unlikely to have only a single occupant during that period. This means that the development is inviting a minimum of 182-364 additional people onto a single, 8.5-acre private property. Again, this is an excessive amount of people to manage. Although I recognize that housing is a critical issue in the valley, stuffing a huge amount of people onto a flood-prone property for a maximum 6-month stay does not address this housing shortage in any meaningful way.
- In comparison, Nairn Falls Provincial Park offers 94 sites in ~24 acres (this area estimate includes only the camping/RV sites and not the entire 420-acre park boundary) whereas this development proposes 91 sites in 8.5 acres. Nairn offers 8 available washrooms, whereas this proposal offers 1. (It should be noted that there were two outhouses dug on the property, right along the dike near the Lillooet River just before the house burned down and these should not be used unless they were constructed according to provincial standards). This density is absurd. In fact, the design feels like a blatant attempt to propose excessive development only to 'concede' to a revised, reduced density proposal. Even if the proposal was for half the density, it still does not meet community priorities designated within the OCP or provincial legislation under the ALR or the intended zoning (which is 10 accommodation units tied to an agri-tourism business).

In summary, the proposed density and land-use in the proposal "**ALC 2021-001 Non-Farm Use Application, RV Park and Community Farm, 1641 Airport Road**" is completely inappropriate for the size and location of the property at 1641 Airport Road. The proposed use is not in line with OCP policies or agricultural priorities outlined by the province. We would go as far to suggest that this proposal should not be approved by mayor and council for ALC review, as it in no way aligns with the legislated priorities of the ALR. We encourage you to approach development approvals on this property that are in line with the intended zoning of A-1 Agriculture with 10 accommodation units tied to an agri-tourism business, as even this designation is unique to the valley, and is much more representative of what the community wants.

Signed,

Direct neighbors and property owners from:

Woodruff- [REDACTED]

Matt- [REDACTED]

Sonnenfeld- [REDACTED]

Springer- [REDACTED]

Kelly- [REDACTED]

Tiedamen- [REDACTED]

Oberson- [REDACTED]

Bubbs- [REDACTED]

Allen/Humby- [REDACTED]

Brooks- [REDACTED]

Date: February 15, 2022
To: Nikki Gilmore, Chief Administrative Officer
From: Scott McRae, Manager of Development Services
Subject: Development Services 2021 Fourth Quarter Report: October-December

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the Fourth Quarter of 2021.

BACKGROUND

Quarterly reports will be provided throughout the current year as a means of keeping Council up to date with building, planning and development activities.

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued and applications received between October 1 and December 31, 2021 in the following areas:

BUILDING DIVISION

October – December 2021 - Building Permit Overview

A breakdown of building permit data for the Fourth Quarter of 2021 is provided below.

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling with suite	2	\$1,700,000	\$12,500
Mixed Use (Industrial, Residential)	1	\$3,765,000	\$26,655
Industrial (New)	1	\$1,215,674	\$8,809
Other (Decks, Stairs, Renovations, Plumbing, etc.)	19	\$188,000	\$6,973
Totals	23	\$6,868,674	\$54,937

The following Development Cost Charges (DCCs) were collected in the Fourth Quarter of 2021.

Fund	DCCs Collected in 4th Quarter
Roads	\$27,352
Drainage	\$2,765
Sewer	\$33,529
Water	\$16,764
Parks	\$2,338
TOTAL	\$82,749

For Council's information, the table below summarizes total building permit and DCC fees collected in all of 2021.

Description	Total for 2021	Total for 2020	Percent Increase
Building Permits Issued	199	100	99%
Building Permit Fees Collected	\$ 519,743	\$ 243,109	114%
Value of Construction	\$ 63,912,626	\$ 30,420,014	110%
DCCs Collected	\$ 341,083	\$ 110,324	209%

PLANNING DIVISION

2021 Current Development Applications

A list of applications currently in-house is provided below; information new to the Fourth Quarter is shown in **bold font**.

Application #	Project	Status
DP86	Harmony Reach (Wye Lands) – Combined Commercial Residential Development	On hold pending DVP125 (see below)
DP88	1422, 1426, 1430 Portage Road – The Aspect – Multi-family Building/Dedicated Rental	In Process; Developer working with MOTI
DP90	7454 Prospect Street – Tenquille Building – Mixed Use Building	In Process; Applicant addressing Engineering comments
DP91	Sunstone Phase 2B Lot Grading	Received 07.21.2021; In Process

DP92	Sunstone Phase2C Lot Grading with Variance	Received 10.20.2021; In Process
DPm122	7374 Pemberton Farm Road E - Redwoods Environmental Protection	Received 09.23.2021; Deferred
DPm123	7431 Prospect Street- Post Office Extension	Received 10.25.2021; In Process
DPm124	7426 Prospect Street – RONA Extension	Received 12.07.2021; In Process
DVP125	Harmony Reach (Wye Lands) – Combined Commercial Residential Development – road and parking variances	In Process; Awaiting info from Applicant
DVP128	7661 Cerulean Drive – Retaining Wall Variance	Referred back to Staff 04.13.2021; Awaiting info from Applicant
OR131	Hwy 99 K- 12 French School – OCP & Zoning Bylaw Amendment	Public Hearing 09.21.2021 OCP/Zoning Bylaws received Third Reading 10.05.2021; Waiting on details from MOTI and applicant
OR133	Nkwûkwma (Benchlands) OCP/Zoning Amendment	Received 03.18.2021 – In Process Update provided at Committee of the Whole- 01.18.2022
OR134	7374 Pemberton Farm Road East – Redwoods	Received 12.01.2021; Deferred 01.18.2022
S061	Tiyata – Phase 4 – 16 Small Lot Subdivision	Completed 12.22.2021
S071	1368 Fernwood – 4 Lot Subdivision	In Process
S076	1400 Oak Street – PSS Lot Split	TAL Expired 04.15.2021
S078	Sunstone Phase 2	In Process, TAL renewed
S079	1929 Stone Cutter Place – VOP & SLRD	In Process
S081	Sunstone Phase 1C – 14 Fee Simple Lots + Remainder	TAL Issued 05.05.2021
S082	Sunstone Phase 3 – 1 Lot	Received 10.28.2021; In process
SAP 2021-32	1360 Fernwood	Received 10.08.2021; Issued
SAP 2021-33	3005 Tenquille Place	Received 10.08.2021; Issued
SAP 2021-34	3009 Tenquille Place	Received 10.13.2021; Issued

SAP 2021-35	7662 Cerulean Drive	Received 10.13.2021; Issued
SAP 2021-36	1500 Whitecap Crescent	Received 10.15.2021; Issued
SAP 2021-37	1478 Lupin Street	Received 10.27.2021; Issued
SAP 2021-38	1353 Cedar Lane	Received 11.04.2021; Not Permitted, sent to BoV
SAP 2021-39	7416 Flint Street	Received 12.09.2021; Issued
BoV29	1353 Cedar Lane	Received 12.20.2021; In Process
TUP010	6991 Hwy 99- Tisdale Storage	Received 10.13.2021; In Process

DP: Development Permit
 DVP: Development Variance Permit
 LL: Liquor Licence
 TUP: Temporary Use Permit

S: Subdivision
 BoV: Board of Variance
 CL: Cannabis Licence

DPM: Minor Development Permit
 OR: OCP/Zoning Amendment
 SAP: Site Alteration Permit

As this is the 2021 Fourth Quarter Report, Staff have prepared a table that identifies the number of applications or permits issued for the year overall and includes the applications/permits noted above.

Permit/Application Type	Code	Number Received
OCP/Zoning Amendments	OR	2
Development Permits	DP	3
Development Variance Permit	DVP	4
Minor Development Permit	DPm	6
Board of Variance	BoV	8
Subdivision	S	5
Site Alteration Permit	SAP	39
Liquor Licence	LL	0
Cannabis Licence	CL	0
Temporary Use Permit	TUP	1

2021 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of December 31, 2021.

Project	Status
Official Community Plan (OCP) Update	In Progress, Terms of Reference due Q1 2022
Community Climate Action Plan (CCAP)	In Progress, to be presented Q1 2022
Zoning Bylaw Text & Mapping Amendments	In Progress, to be presented Q1 2022
Development Cost Charge (DCC) Bylaw Review	In Progress
Affordable Housing Action Plan – Work Program	In Progress
Building Bylaw Update	Building Bylaw adopted October 21, 2021 and Amendment adopted November 16, 2021 - Completed

Official Community Plan (OCP) Progress Review

The OCP update project was kicked off at the end of the Fourth Quarter of 2021. The last significant update of the OCP occurred in 2011. OCP updates are recommended every 5 – 10 years. The OCP update project is a major undertaking for the Development Services department. The work will include significant community and stakeholder engagement, a review of the vision and guiding principles, preparation of policy options and recommendations, reviewing and updating Development Permit Guidelines, and incorporating a new Regional Context Statement. The Terms of Reference for the OCP update will be presented to Committee of the Whole at the end of First Quarter of 2022 and will include project details as identified above.

Additional Projects

Pemberton Creek Pedestrian Bridge

The Development Services team is leading the effort to establish a new pedestrian crossing over Pemberton Creek between the Highway 99 bridge and the CN rail bridge. ISL was retained to complete an alignment and siting study which will result in a more accurate cost estimate for the project. This cost estimate will be presented to School District 93 to aid in discussions about overall funding plans. The cost of the engineering investigation is wholly covered by funds received from the developer of Tiyata Phase 4.

Lot 8 Master Plan

The Development Services team is leading the effort to generate a masterplan for Lot 8, the narrow parcel of land between Frontier Street and the CN rail lines north of the Community Barn. Tom Barratt Landscape Architects have been retained to generate initial site plans for review and discussion. These plans will be used to further the conversation about how best to utilize this parcel of land.

COMMUNICATIONS

The Development Services Department works with the Communications & Grants Coordinator to regularly update the Village's website with current information related to planning and building to meet statutory requirements related to notification as needed.

The new online public engagement website – HaveYourSay.Pemberton.ca is used to share information and seek input on certain Long Range Planning Projects.

LEGAL CONSIDERATIONS

There are no legal considerations as this report is being presented for information purposes.

IMPACT ON BUDGET & STAFFING

The Development Services Department operates on a cost recovery basis as per the *Development Procedures Bylaw No. 887, 2020*, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Department works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Development Services 2021 Fourth Quarter Report be received for information.

Submitted by:	Scott McRae, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: February 15, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csimá, Manager of Operations and Projects
Subject: 2021 Operations Fourth Quarter Report: October - December 2021

PURPOSE

The purpose of this report is to inform Council on the activities of the Department of Operations for the Fourth Quarter of 2021.

BACKGROUND

Quarterly reports are provided throughout the year as a means of keeping Council up to date with the Public Works Capital and Operational projects and activities.

DISCUSSION & COMMENTS

The focus for the Operations department in the fourth quarter was primarily preparing for winter. This involves fall cleanup of parks and greenspaces, blowing out irrigation lines, shutting off outdoor water standpipes, and preparing equipment for snow clearing operations.

Throughout the fourth quarter of 2021, British Columbia was battered by a series of storms causing high stream flows, resulting in flooding and deluge across the province, and Pemberton was no exception. Operations crews worked closely with the Pemberton Valley Dyking District and Pemberton Fire Rescue in facilitating emergency response including setting up sandbag stations, monitoring pumps, and cleaning out backed up ditches.

The storms continued into December resulting in record snow fall amounts throughout the holiday season, due to frigid cold conditions from a prolonged arctic outflow, keeping Operations crews extremely busy. Despite multiple equipment failures, and staffing shortages due to illness and Public Health Order isolation requirements, the Public Works crew did an incredible job at keeping the Village open and safe during these unprecedented snow falls.

Below is a list of the ongoing activities in the Operations Department and the maintenance projects completed during the fourth quarter:

Regular Maintenance and Small Projects

Public Works

- Regular operation, inspection, and maintenance of sanitary lift stations, Wastewater Treatment Plant (WWTP), Water Conditioning Plant, Wellhouse and Pumping Stations
- Development Engineering design review
- Village-wide Lift Station and Sanitary Force-main flushing
- Water treatment investigations for manganese and iron filtration and preliminary design for a new water treatment facility
- Watermain flushing
- Sunstone Phase 1C and 2A watermain connection inspection and bacteriological testing

- Fernwood Drive watermain replacement project scoping and planning
- Lil'wat Reservoir Security breach and subsequent water quality investigation
- WWTP Biosolids composting agreement
- WWTP Outfall receiving environment river hydrological survey
- Ongoing recruitment for GIS/Engineering Technician
- Pothole repair and minor roads maintenance
- Atmospheric River flood response
- Snow and Ice removal operations

Parks

- Ongoing garbage collection from public receptacles and daily sanitization of public toilets
- Fall cleanup of leaves and debris
- Garden bed winterization
- Bulb planting throughout Village
- Irrigation winterization
- Purchase of new F450 parks dump truck
- One Mile Lake dock repair
- Roundabout greenspace overhaul
- Christmas lights installation



Figure 1 – Old Mill Rd Water main / service line repair



Figure 2 – Flooding at One Mile Lake Dog Beach during heavy rains in November



Figure 3 – Flooding in the Industrial Park



Figure 4 – Sandbag station during flooding events



Figure 5 – New Ford F450 dump truck, set up for winter operations.



Figure 6 – Hydraulic brake system failure on Backhoe



Figure 7 – Snow piles on Prospect St nearly as tall as Council Chambers building

COMMUNICATIONS

The Operations Department works regularly with the Office of the CAO to provide updates on the initiatives and projects that are currently underway to ensure that the Village website is updated and information is communicated to residents through the eNEWS and the Village Facebook page. Advertising in the newspaper is also utilized as required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

The Operations Department operates on the approved annual municipal budget, reserves, and provincial and federal grants.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Operations Department works closely with all Village Departments through referrals and coordination of public notices, reports, and presentations to Council.

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 the Operations Department 2021 Fourth Quarter Report be received for information.

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

Date: Tuesday February 15th, 2022

To: Nikki Gilmore, Chief Administrative Officer

From: Tom Csimá, Manager of Operations and Projects

Subject: Water Treatment Investigation Report

PURPOSE

The purpose of this report is to present to Council the Water Treatment Investigation Report, and to discuss the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure Stream Environmental Quality (EQ) Program grant to fund a future Water treatment facility for the Village of Pemberton.

BACKGROUND

Investigation

As identified in the Village of Pemberton Water System Assessment Report 2020, and budgeted for in the 2021 Capital Projects budget, the Village has undergone preliminary investigations into the treatment of our existing water source, due to elevated levels of manganese and iron.

The purpose of the investigation was to review up to three (3) available water treatment options that would provide Village residents with potable water that meets Canadian Drinking Water Quality (GCDWQ) guidelines.

The following notable conclusions were made:

- The existing Wells 2 and 3 groundwater sources will eventually have elevated iron and manganese water levels that do not meet the requirements of the GCDWQ;
- The proposed water treatment process of oxidation with chlorine injection and catalytic media filtration (GreenSandPlus™) will provide adequate treatment and disinfection to the water from the existing wells;
- The proposed Water Treatment Plant (WTP) should be designed to operate at 60 L/s and will have provisions to supply any future adjacent development with the addition of domestic pumps dedicated for that development;
- Four WTP configurations were presented based on the location of the proposed WTP and access to sanitary system. Costs of the WTP range from **\$7.9 to \$8.2 Million** and include 40% contingency;
- Operation and maintenance costs to operate the WTP is estimated to be \$248,000 to \$285,000 per year, which includes staff time, electrical costs, consumable materials, etc. Costs will be impacted by access to sanitary system and sludge disposal.

The final draft of the Water Treatment Investigation Report, prepared by Kerr Wood Leidal is attached as **Appendix A**.

Grant

The Village's engineering consultants have identified a major grant funding opportunity available for infrastructure improvements, known as the ICIP – EQ program grant, which announced its third intake in October 2021, designed for projects starting in 2023 and completing by 2026.

The EQ Program provides support for reliable water and wastewater systems projects that result in legislative standards being met. It will also support projects that remediate contaminated sites, divert solid waste from landfill, provide treatment or management for stormwater and reduce or remediate soil & air pollutants. Applications demonstrating consideration for environmental enhancement, climate change, water conservation, resource recovery and reuse, and added value for a better planet are said to have the best chance of success.

The funding provided by the federal government towards infrastructure projects is cost shared with the province and applying municipality. The levels of federal and provincial contribution are as follows:

- Government of Canada Contribution (up to): 40%
- Province of British Columbia Contribution (up to): 33.33%
- Remaining to be funded by the applicant, and federal stacking rules apply: approximately (26.67%).

For the estimated total project cost of **\$8.2 Million**, this would require a municipal contribution of **\$2.19 Million**.

At the Committee of the Whole Meeting No. 222, held Tuesday, January 18, 2022, Staff presented the draft Water Treatment Investigation Report and provided an overview of next steps including the option of applying for the Investing in Canada Infrastructure Program – Green Infrastructure Stream grant program. The Committee supported making application and provided a recommendation to Council which was considered at the Regular Council Meeting No. 1553, held later that same day. In this regard, Council passed the following resolution:

Moved/Seconded

THAT Staff be directed to prepare and submit an application to the Canada-British Columbia: Investing in Canada Infrastructure Program; Green Infrastructure – Environmental Quality Sub-Stream, for funding to support the development of a new Water Treatment Plant Facility for the Village of Pemberton.

AND THAT Staff prepare a report seeking the formal authorization by way of resolution required by the Village for this project for consideration by Council at the February 1, 2022 meeting.

CARRIED

DISCUSSION & COMMENTS

To complete the grant application, the following requirements must be satisfied/included:

- a) Council Resolution
- b) Project Location
- c) Detailed Cost Estimate
- d) Site Plan/Map
- e) Feasibility Study/Preliminary Design Report
- f) List and status of required licenses, permits and approvals (or indicate if not applicable); All applicable legislative or regulatory requirements will or have been met:
- g) Evidence of Secured Funds
- h) For all projects related to drinking water or wastewater: Water Conservation Plan and a copy of Council/Board/Band Council endorsement for the plan

Staff are currently working with KWL to satisfy these requirements, however, items a), e), g) and h) identified above require Council endorsement. As this project is related to drinking water, a Water Conservation Plan has been developed and will be finalized before submission for funding and brought forward to Council for receipt at a later date (attached as **Appendix B**). This plan, as well as the preliminary design report, will need to be received by Council to be included in the grant application. Further, a Council resolution must be passed showing Council's support for the project. Details pertaining to item g) are discussed below.

As discussed earlier, the grant funding structure requires a 26.67% matching contribution from the applicant. The estimated contribution for the preferred design equals **\$2.19 Million**. Federal stacking rules apply, meaning any funding from other Federal and Provincial sources, reduce the Government of Canada contribution (up to): 40% and the Province of British Columbia contribution (up to): 33.33% and not the applicant's contribution. Therefore, Community Gas Tax Funds are not a suitable use of funds as it will not assist with the Village's contribution.

As a result, the Village will need to apply a combined approach to fund this project. This would include reserves, and long-term borrowing. As part of the grant application, the following evidence must be provided such as:

- If a local government has accumulated funds in a statutory reserve to finance a share of project costs, please submit evidence of these funds as at application date and supporting information directing the use of reserve funds.
- If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to submitting an application to the program. A copy of that bylaw should accompany the application.
- Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing.

The following table outlines the statutory and non-statutory reserves held by the Village at December 31, 2020 with 2021 budget allocations as identified in the 2021 – 2025 Five Year Financial Plan:

	2021 Budget Allocations			*2021	Ending
	December 31, 2020 Balance	Expenses	Contributions	Unaudited Contributions	Balance
Water Reserves	\$1,077,753	(\$285,265)	\$324,000		\$1,116,488
Water DCCs	\$25,668	\$0		\$100,934	\$126,601
Totals	\$1,103,421	(\$285,265)	\$324,000	\$100,934	\$1,243,089

At this time, the 2022 allocations are not yet known as we are at the beginning of the 2022 budget deliberations. As such, Staff are recommending the following sources and amounts to meet the 26.67% contribution for the grant application:

Source	Amount
Borrowing	\$1,690,000
Other Funding Sources	\$0.00
Reserves	\$500,000
Totals	\$2,190,000

Tax Implications:

Current lending rates set by the MFA are 2.66% for the first ten (10) years. Loan requests with terms greater than ten (10) years will receive this lending rate for the first ten (10) years of their loan and at the end of ten (10) years; the relending rate will be reset at the current MFA market rate for a period to be determined at that point (likely five (5) years).

Principal repayments will occur annually, commencing one (1) year after funds are received. Associated with each principal payment is an “*actuarial adjustment*” which is a ‘*non-cash reduction*’ of the loan balance. An Actuarial is the expected earning that the MFA anticipates it will realize on each principal repayment.

Staff have estimated the tax implications on the same selection of properties used in the tax calculation process undertaken each year during budget deliberations. These properties include a variety of types such as townhomes, single family residences, apartments, businesses in the Downtown, businesses in the Industrial Park, recreation classed properties and farms.

Annual borrowing rates were determined using a 20 and 25 year amortization period. Results are shown in the tables shown below:

20 Year Loan					
		2022 Completed Assessment	2021 Tax Rate	Borrowing Tax Rate	\$ 1,690,000.00
Residential	Area				
Annual Payments					\$ 112,794
House	Poplar (H)	1,056,000	1.5593	0.0749	\$ 79.09
House	Laurel Street (H)	1,051,000	1.5593	0.0749	\$ 78.72
House	Hemlock	1,206,000	1.5593	0.0749	\$ 90.33
House	Pinewood (H)	1,517,000	1.5593	0.0749	\$ 113.62
House	Greenwood (H)	1,448,000	1.5593	0.0749	\$ 108.46
House	Elmwood	1,224,000	1.5593	0.0749	\$ 91.68
Duplex	Laburnum	974,000	1.5593	0.0749	\$ 72.95
Townhouse	Flint Street (TH)	504,000	1.5593	0.0749	\$ 37.75
Townhouse	Park Street (TH)	715,000	1.5593	0.0749	\$ 53.55
Townhouse	Laurel Street (TH)	639,000	1.5593	0.0749	\$ 47.86
Townhouse	Vine (TH)	787,000	1.5593	0.0749	\$ 58.95
Light Industry					
Business	Venture Place	1,028,000	5.3018	0.2547	\$ 261.83
Commercial					
Business	Downtown	3,783,000	3.5085	0.1685	\$ 637.44
Business	Downtown	2,337,000	3.5085	0.1685	\$ 393.78
Business	Industrial Park	3,528,000	3.5085	0.1685	\$ 594.47
Business	Industrial Park	845,050	3.5085	0.1685	\$ 142.39
Rec./Non-Profit					
Rec./Non-Profit	Downtown	139,900	1.5593	0.0749	\$ 10.48
Rec./Non-Profit	Airport	955,000	1.5593	0.0749	\$ 71.53
Farm					
Farm	Meadows	20,791	1.5593	0.0749	\$ 1.56
Farm	Downtown	25,091	1.5593	0.0749	\$ 1.88

25 Year Loan					
		2022			
Residential	Area	Completed Assessment	2021 Tax Rate	Borrowing Tax Rate	\$ 1,690,000.00
Annual Payments					\$ 96,053
House	Poplar (H)	1,056,000	1.5593	0.0638	\$ 67.37
House	Laurel Street (H)	1,051,000	1.5593	0.0638	\$ 67.05
House	Hemlock	1,206,000	1.5593	0.0638	\$ 76.94
House	Pinewood (H)	1,517,000	1.5593	0.0638	\$ 96.78
House	Greenwood (H)	1,448,000	1.5593	0.0638	\$ 92.38
House	Elmwood	1,224,000	1.5593	0.0638	\$ 78.09
Duplex	Laburnum	974,000	1.5593	0.0638	\$ 62.14
Townhouse	Flint Street (TH)	504,000	1.5593	0.0638	\$ 32.16
Townhouse	Park Street (TH)	715,000	1.5593	0.0638	\$ 45.62
Townhouse	Laurel Street (TH)	639,000	1.5593	0.0638	\$ 40.77
Townhouse	Vine (TH)	787,000	1.5593	0.0638	\$ 50.21
Light Industry					
Business	Venture Place	1,028,000	5.3364	0.2169	\$ 222.97
Commercial					
Business	Downtown	3,783,000	3.5314	0.1435	\$ 542.86
Business	Downtown	2,337,000	3.5314	0.1435	\$ 335.36
Business	Industrial Park	3,528,000	3.5314	0.1435	\$ 506.27
Business	Industrial Park	845,050	3.5314	0.1435	\$ 121.26
Rec./Non-Profit					
Rec./Non-Profit	Downtown	139,900	1.5593	0.0638	\$ 8.93
Rec./Non-Profit	Airport	955,000	1.5593	0.0638	\$ 60.93
Farm					
Farm	Meadows	20,791	1.5593	0.0638	\$ 1.33
Farm	Downtown	25,091	1.5593	0.0638	\$ 1.60

It should be noted, that the average residential assessment (vacant land, single family, strata and other) on the BC Assessment Completed Roll and the respective tax implications on this average are as follows:

Average Residential Assessment **\$762,632.98**

Option 1: 20 Year Long Term Borrowing
 Tax Implication: **\$57.12**

Option 2: 25 Year Long Term Borrowing
 Tax Implication: **\$48.66**

In order to borrow funds over a period longer than five (5) years, Municipalities are required to seek approval of the electorate through an Alternative Approval Process (AAP) or assent of the electorate by Referendum. Both processes provide the electors an opportunity to indicate whether Council may or may not proceed with the borrowing bylaw. At this time, as the grant funders only require a bylaw to authorize the borrowing of funds at third reading prior to submitting an application to the program, there is no need to proceed with approval from the electorate. Should the Village be successful in receiving the grant funding, Staff will bring forward a detailed

report outlining the next steps. The Village of Pemberton Water Treatment Facility Loan Authorization Bylaw No. 922, 2022 is presented under Bylaws in the agenda package for consideration of First, Second and Third Readings.

COMMUNICATIONS

There are no communications considerations required for this initiative at this time. Should grant funding be successful, future communication elements will be required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

As noted above, this project to investigate and design the water treatment facility has been included in the 2021 capital budget and costs associated with it have already been accommodated. The overall project cost will require budget allocations as required in the grant submission and reflected in the discussion section of this report. The Village's consultants will facilitate the work of applying for the grant and delivering all necessary design elements, including the Water Conservation Plan, with oversight by Village Staff, the time which will be incorporated into the day-to-day activities of the Operations Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

The success of this application will impact other departments including Planning and Development Services, as well as Finance, and the office of the CAO, as it would be a major infrastructure project.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The treatment of manganese and iron in the Village of Pemberton water system is beneficial to the Squamish-Lillooet Regional District, specifically for the Pemberton North Water System as the Village provides water through a water service agreement to residents in that area.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One:

THAT Council receives the Water Treatment Investigation Report, dated January 31st, 2022, prepared by Kerr Wood Leidal.

Recommendation Two:

THAT staff publish the Water Treatment Investigation Report on the Village of Pemberton website.

Recommendation Three:

THAT staff be directed to submit an application for grant funding for the Village of Pemberton Water Treatment Facility Project through the Investing in Canada Infrastructure Program – Environmental Quality.

Recommendation Four:

THAT Council supports the project and commits to its share of up to \$2.19M of the project, as well as cost overruns.

Recommendation Five:

THAT Council give First, Second and Third Readings to the Water Treatment Facility Loan Authorization Bylaw No. 922, 2022.

APPENDICES:

Appendix A: Final Water Treatment Investigation Report, dated January 31st, 2022, prepared by Kerr Wood Leidal

Appendix B: Draft Water Conservation Plan, dated January 31st 2022, prepared by Kerr Wood Leidal.

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



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Water Treatment Investigation

Final Report
January 31, 2022
KWL Project No. 0743.016-300

Prepared for:





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1. Introduction

This report has been prepared for the Village of Pemberton (Village) and summarizes the completed water treatment investigation regarding three (3) groundwater wells that provide water to the Village. Water is currently supplied by two groundwater wells (Wells 2 and 3) that are connected to the Pemberton Creek Fan Aquifer. A third well (Well 1) is no longer connected to the system. Water quality data collected from 2009 to 2020 indicate periods in which iron and manganese levels in the well water exceeded the Health Canada guidelines for aesthetic parameters. In May of 2019, Health Canada lowered the aesthetic limit for manganese and introduced a new health-based limit for manganese. The health-based limit was the outcome of recent research and peer reviewed studies.

The purpose of this investigation was to review up to three available water treatment options that would provide Village residents with potable water that meets Canadian Drinking Water Quality (GCDWQ) guidelines. This report addresses the following tasks:

1. Investigate potential treatment options to address water quality concerns in the Village water system;
2. Evaluate different treatment options and recommend the most suitable option for the application;
3. Identify proposed water treatment plant (WTP) configurations based on locations and access to sanitary system; and
4. Provide a Capital and Operation and Maintenance (O&M) cost opinion for the recommended options.



2. Background/Justification

A review of the existing water system with emphasis on the performance of the source aquifer was performed by the Village in 2020. Water quality results from the Village wells report iron and manganese levels exceeding the Aesthetic Objectives of 0.3 mg/L for iron (Wells 1 and 2) and 0.02 mg/L for manganese stated in the GCDWQ (Wells 1, 2, and 3). Manganese levels in Wells 1 and 2 also exceed the Maximum Allowable Concentration (MAC) of 0.12 mg/L.

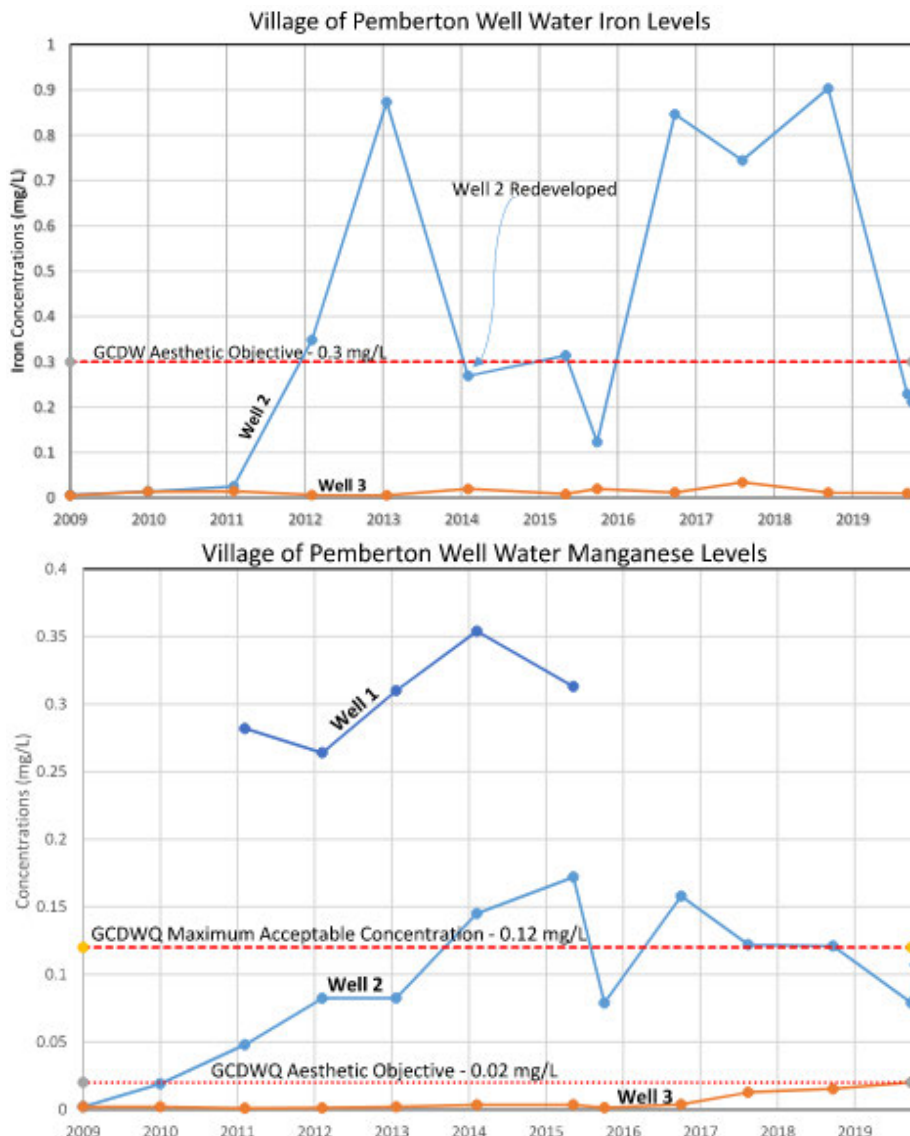


Figure 2-1: Water Quality Data for Wells 1, 2, and 3 ¹

¹ Village of Pemberton, *Water System Performance Assessment*, 2020. Well 1, not shown on the iron level graph due to scale, had a test result of 16.7 mg/L in 2013, the last time it was tested.



3. Existing System

The existing groundwater system consists of two (2) wells (Wells 2 and 3) that distribute water, through mostly 50 to 300 mm PVC piping, from the Benchlands reservoirs, throughout the Village core and adjacent neighbourhoods, and eastwards to Pemberton Farm Road East and Airport Road, and North towards PNWS. Sections of existing piping are comprised of asbestos cement that are scheduled to be replaced. The existing system provides soda ash conditioning to increase the pH from 6.5 to 6.8, and chlorination for both primary disinfection and to maintain a minimum free chlorine residual of 0.2 mg/L at the farthest ends of the distribution system. There are no other treatment processes in place with respect to reduction of iron or manganese in the raw water. The tables and enclosed information presented in this section are extracted from the Village of Pemberton’s *Water System Performance Assessment* completed in 2020.

A third well (Well 1) is no longer connected to the distribution system due to high levels of iron and manganese.

The Per Capita Demand (in litres per capita per day, or LPCD) and Design Pressures are summarized in Table 3-1.

Table 3-1: Per Capita Demand

Per Capita Demand	
Average Daily Domestic Flow	455 LPCD
Maximum Daily Domestic Flow	910 LPCD
Peak Hour Domestic Flow	1,820 LPCD
Design Pressures	
Minimum Pressure at Peak Demand	300 kPa (44 psi)
Maximum Allowable Pressure	850 kPa (123 psi)
Minimum Pressure for Fire Flow Plus Max Day Demand	150 kPa (22 psi)

There are three (3) reservoirs totaling 4,511 m³ of storage. The total required storage is 2,506 m³ which leaves 2,045 m³ for future expansion. Table 3-2 summarizes the relevant information for each reservoir. This calculation was completed in Section 2.3 of Village of Pemberton’s *Water System Performance Assessment* (2020).

Table 3-2: Existing Reservoir Details

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



Table 3-3 summarizes the year of construction, diameter, depth, rated flow, location, and general notes of the three wells in the Village.

Table 3-3: Existing Well Details

Well	Construction Year	Diameter (mm)	Depth (m)	Rated Flow (L/s)	Location	Notes
1	1992	200	29	28.8	Well house	Isolated from distribution due to declining yield and poor quality.
2	1997	300	42	68	Foughberg Park	Current backup well.
3	2007	300	46	52	Pioneer Park	Current duty well.

4. Future Development

Skénkenam Development Limited Partnership applied to develop certain lands within the Pemberton Benchlands (known as the Nkwukwma project), as referenced in the Village of Pemberton Official Community Plan (OCP). The plan indicates Block A DL 8556 (10.6 ha), Block J DL 202 (9.69 ha), and Block I DL 202 (11 ha) will potentially be developed into single family homes, duplexes, townhomes, and apartments. However, Block K 8410, DL 202, and DL 2297 are not included due to concerns with historical contamination of these sites. It is possible that these sites will be remediated to a standard suitable to residential development, while development of these blocks will continue over the next 30+ years.

The Water Distribution plan for Pemberton Benchlands includes construction of a new reservoir on the upper limits of the Block J DL 202 development boundary, a pump station adjacent to the existing reservoirs, a second pump station next to the newly proposed reservoir, supply of relevant back-up generators, and relocation of the existing reservoir's supply and distribution mains to follow the new proposed alignment of the collector road.

There are other potential future developments in the village which include 40-120 more units in the Ridge/Sunstone Area, 30-90 more units in the downtown area, and 60-70 more in the Glen area. These projects total 130 to 280 more units. The previously mentioned Nkwukwma project totals 200 to 400 projects over the next 10 years. Combining all future developments totals 330 to 680 potential additional units over the next 20 years.



Figure 4-1: Developer Plans



The north side of the reservoirs is surrounded by proposed townhomes. On the east side of the reservoirs, there is a proposed park. There is also a proposed pump station located in this park that would service zone 3 (a small number of lots within the current development as well as the whole extent of the future development to the west).

The development will increase the population by approximately 1,252 people. For the proposed and future developments, this will create an average daily domestic flow of 569,660 L/day (6.6 L/s), a maximum daily domestic flow of 1,139,320 L/day (13.2 L/s) and a peak domestic flow of 2,258,640 L/day (26.1 L/s) for the new development alone.

Skénkenam Development Limited Partnership is funding the Village's engineers to update/develop existing village infrastructure, water/sewer/storm models to determine capacity.



5. Water Treatment Investigation

Three water treatment options to reduce the iron and manganese levels in the system were considered. This section briefly summarizes these options.

5.1 Option 1: Oxidation and Filtration using Catalytic Media

Most iron and manganese removal treatment processes require oxidation as the first step of treatment to precipitate the iron and manganese dissolved in the water. Normally this is done by injecting the source water with an oxidant such as sodium hypochlorite or potassium permanganate. Once oxidized, the precipitates can be settled or filtered out. Sufficient oxidant must also be added to ensure the adsorption characteristics of the GreenSandPlus™ are regenerated to continue to attract any dissolved manganese.

Media filtration with GreenSandPlus™ media is an effective and proven means for reducing both iron and manganese in dissolved or precipitated form in raw water. In a GreenSandPlus™ media filter the media acts as a catalyst for the iron and manganese oxidation process. As water passes through the filter bed, the oxidized iron and manganese are retained by the filter media and their concentration in the water reduces as water progresses downward through the filter. The filter would require periodic backwashing to remove the accumulated iron and manganese precipitate.

GreenSandPlus™ media can remove both iron and manganese but removal efficiency of each parameter varies depending on the pH of the water as well as the concentrations of other constituents in the water. Pilot testing is usually completed to establish the removal efficiency of iron and manganese in a specific water. As a minimum, bench scale testing with the actual water should be completed prior to full-scale implementation.

5.2 Option 2: Oxidation and Media Filtration

This treatment process incorporates oxidation of iron and manganese in the water to convert the dissolved forms of the metals to a solid. Often exposure to air is sufficient for oxidizing iron, but for manganese, a stronger oxidant such as ozone or potassium permanganate is used in the oxidation process. Following the oxidation process, water passes through sand media filters to filter out the formed precipitate. Sodium hypochlorite is then dosed to provide virus inactivation and secondary chlorine residuals.

Sand media filters are either gravity or pressure type. The filters are backwashed periodically for removing the precipitated material on the surface of the filters.



5.3 Option 3: Biological Treatment

Biological filters are designed to remove soluble iron and manganese from the water supply by the biological activity and uptake of impurities by the naturally occurring bacteria retained in the filter media. Unlike Options 1 and 2, biological treatment does not require any chemical oxidants and relies on usually two stages of biological filters.

The process consists of raw water passing through the biological filters, where conditions are established to promote the growth of specific bacteria for iron removal, and a different type of bacteria for manganese removal. Soluble particles will build up and be retained in the filter media and form dense and compact precipitates. Over time, insoluble particles build up in the filters and backwashing is required to remove the build up. Due to the compaction of precipitates and longer filter times, the biological treatment process has a longer retention time and therefore allows the system to achieve longer filter run times. Air is injected into the raw water prior to entry into the biological filters to foster bacteria growth.

For application related to the biological treatment of iron and manganese, the process system will require individual treatment (or two stages in a series) to meet the required environmental conditions for biological removal of iron and manganese. This requires controlled aeration and filtration for biological iron removal and intensive aeration and filtration for biological manganese removal.² Biological treatment can be applied in gravity or pressure filters, where pressure filters are designed for high-rate operations.

² Sharma K.K. Petrushevski B, & Schippers J.C. 2005 *Biological Iron Removal from Groundwater: A Review*.



6. Treatment Options Discussion

Table 6-1 lists the advantages and disadvantages of the treatment options for the existing groundwater source.

Table 6-1: Comparison of Technologies to Treat Existing Groundwater Source

Water Treatment Technology	Advantages	Disadvantages	O&M Requirements
Oxidation and Catalytic Media Filtration	<ul style="list-style-type: none"> • Can effectively remove both iron and manganese in combination with oxidation. • Relatively simple operation. • Media is readily available and can be ordered ahead of time. • Chlorination provides continuous insitu media regeneration and primary and residual disinfection. 	<ul style="list-style-type: none"> • Generation of backwash wastewater. 	<ul style="list-style-type: none"> • Periodic backwashing of catalytic media. • Oxidant chemical usage.
Oxidation and Media Filtration	<ul style="list-style-type: none"> • Relatively simple operation. • Media is readily available and can be ordered ahead of time. 	<ul style="list-style-type: none"> • Not as effective at removing dissolved manganese, compared to catalytic media. • Need for strong pre-oxidant and hypochlorite. • Generation of backwash wastewater. 	<ul style="list-style-type: none"> • Periodic backwashing or replacement of filter media. • Multiple chemicals used.
Biological Treatment	<ul style="list-style-type: none"> • Can effectively remove both iron and manganese in combination with air oxidation. • No strong oxidants required. • Lower backwash requirements and reduced backwash water quantities. 	<ul style="list-style-type: none"> • Higher initial cost due to the requirement of oxidation using an air compressor. • Relies on naturally occurring bacteria and appropriate environment to consume iron and manganese. • Usually requires two stage filtration step for removal of iron and then manganese. • Always a risk of a biological process upset that results in poor water quality that takes time to resolve. 	<ul style="list-style-type: none"> • More effort and skill required to maintain and operate the system. • Complex maturation for new filters.



6.1 Recommended Water Treatment Process

Oxidation and catalytic (GreenSandPlus™) filtration for the specific removal of iron and manganese is the preferred treatment option for the existing source based on the information summarized in Table 6-1.

Options 1 and 2 are similar in process and configuration; however, the primary process difference is that Option 1 only uses chlorination process as the pre-oxidant with GreenSandPlus™. The chlorination pre-treatment completes two steps; step one allows for continuous regeneration of the GreenSandPlus™, and step 2 provides for 4-log virus inactivation and a secondary chlorine residual of the treated water.

For Option 2, a stronger pre-oxidant other than chlorine is required and involves the introduction of another chemical (i.e., potassium permanganate or ozone) to fully oxidize the dissolved iron and manganese. A conventional sand media filter is then used to remove the precipitated iron and manganese. Option 2 still requires disinfection with chlorine and contact time for virus inactivation and a chlorine residual.

Option 1 uses chlorination for two requirements, Option 2 uses chlorination for only one requirement, but also requires a stronger pre-oxidant like ozone prior to the sand media filter. Option 1 is a more efficient and cost-effective process and is easier to operate than Option 2.

With respect to Option 3 biological treatment, benefits such as longer filter times and less backwashing as well as the need for no chemical oxidants are considered favourable, but biological treatment can still be considered an option with many unknowns that can be influenced by the source water. Limitations with biological treatment are summarized below:

1. High reliance on bacteria formation at start of the process. This may require additional adjustments and trial periods at the start of the project resulting in a duration that provides inefficient treatment. Maturation of bacteria for full efficiency may last up to 50 to 60 days for a new filter;³
2. Chance of bacterial die out resulting in treatment stoppages;
3. Process may be influenced by substances such as ammonia, hydrogen sulfide, and zinc;⁴
4. Need for experienced operators that understand the system and requirements to operate biological treatment;
5. Formation of anaerobic conditions in the filter bed resulting in elevated iron concentrations in the filtrate; and
6. Need for specific conditions for iron and manganese oxidising bacteria (i.e., may required two-stage filtration).

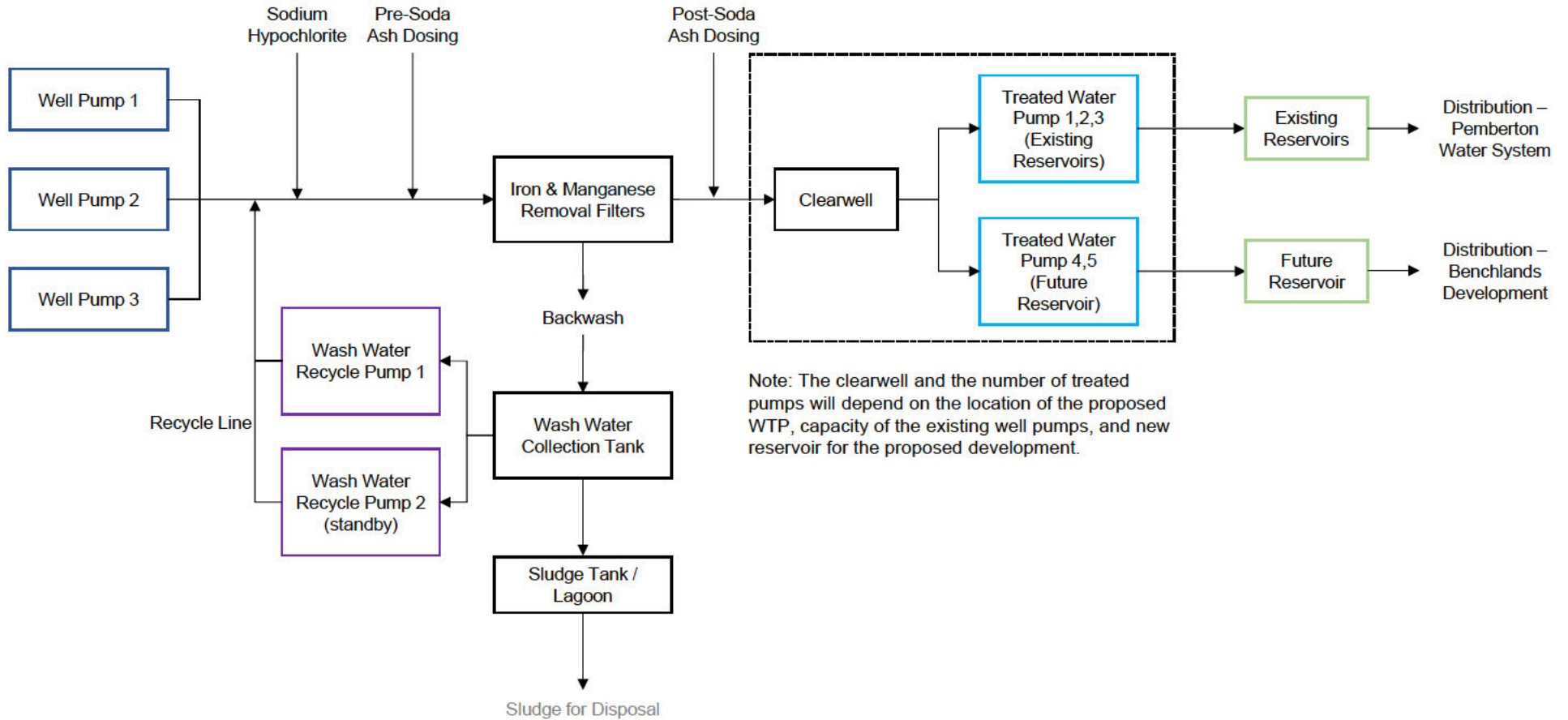
Based on the above, a more conventional approach with oxidation by chlorination and catalytic media filtration is recommended.

The recommended treatment process is portrayed in the block flow diagram shown in Figures 6-1 and 6-2. These figures show similar details, but the main difference is whether the proposed WTP includes access to a sanitary collection system. These figures can be used as a guide or references as information is described in the report.

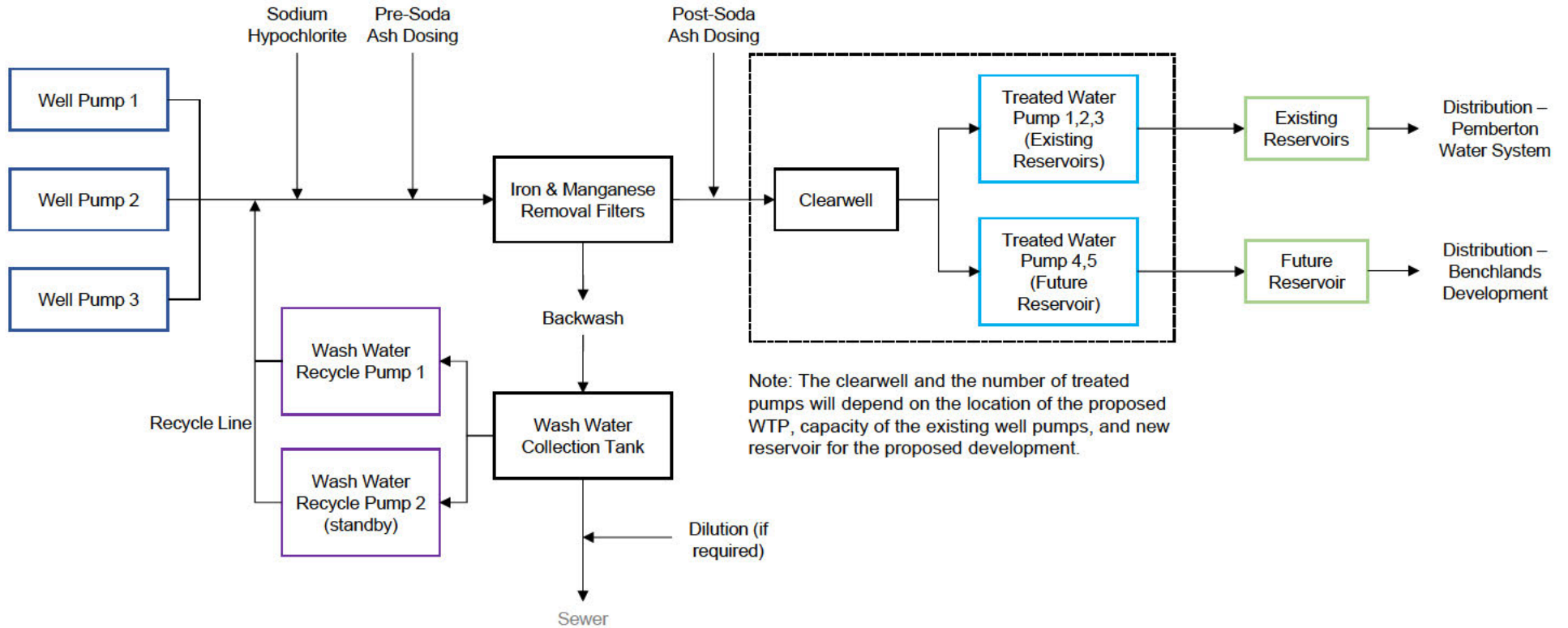
³ Stevenson, D. G. 1997 Water Treatment Unit Processes. World Scientific, Singapore, pp. 261–266, 275–293.

⁴ Twort, A. C., Ratnayaka, D. D. & Brandt, M. J. 2000 Water Supply, 5th ed. Arnold, London.

Description of Option 1: WTP Without Access to Sanitary Line



Description of Option 2: WTP With Access to Sanitary Line





7. Water Treatment Location and Facility

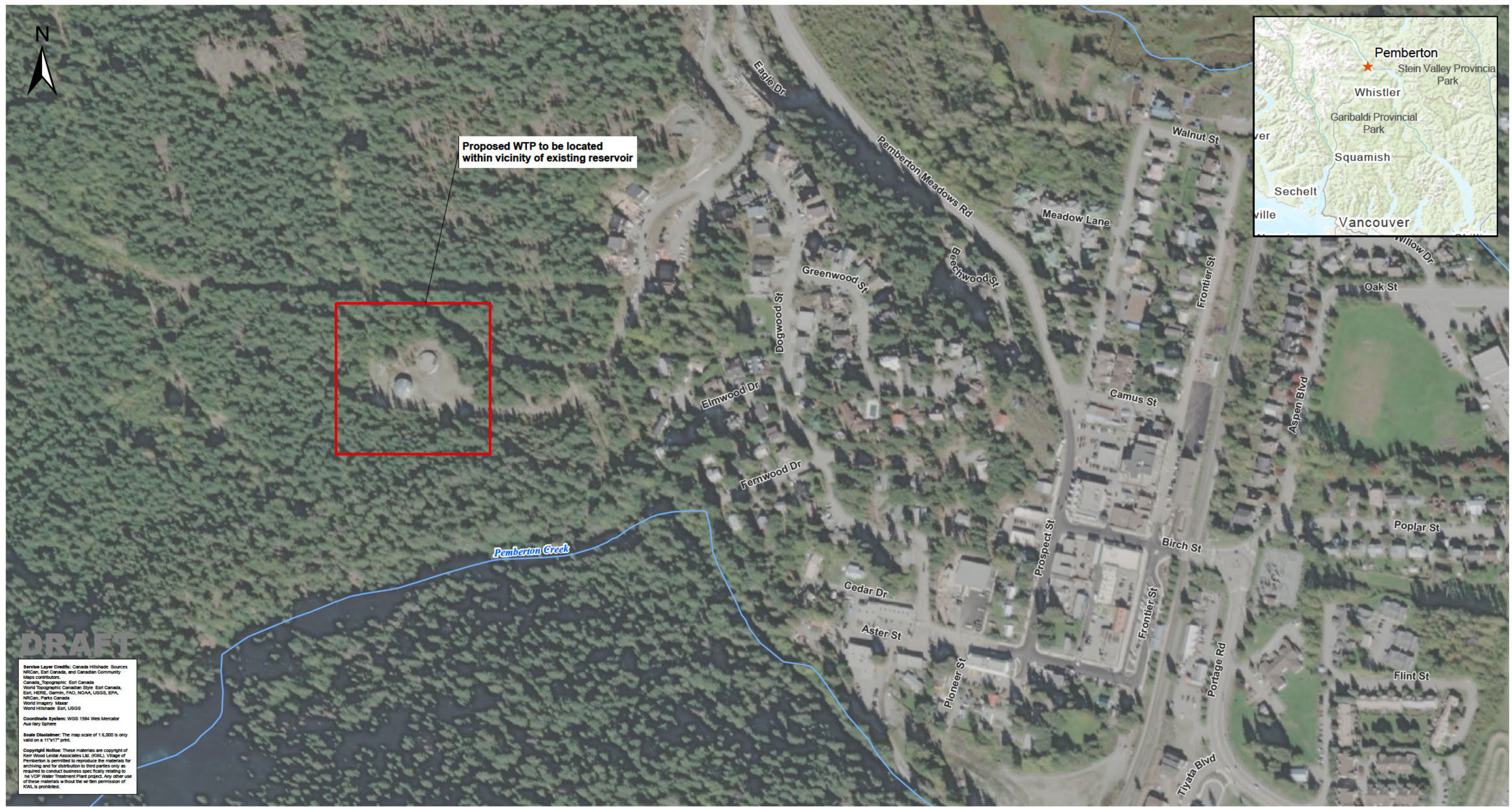
Based on the Village's expected population growth (with the future development included), the flow of 60 L/s was chosen for the maximum day design flow of the water treatment plant to meet 2040 demands. Table 7-1 summarizes the anticipated flow rates based on village population growth until 2040 as per the *Village Water System Performance Assessment Report, (2020)*.

Table 7-1: Anticipated Flow Rate Based on Population Growth

Year	Village Population	ADD (m ³ /day)	ADD (L/s)	MDD (m ³ /day)	MDD (L/s)
2020	3,100	1,880	22	3,700	43
2025	3,510	2,067	24	4,073	47
2030	3,925	2,255	26	4,451	52
2035	4,335	2,442	28	4,824	56
2040	4,750	2,631	31	5,203	60

7.1 Proposed Water Treatment Building

There are two proposed locations for the water treatment building; the north side of the existing reservoirs (Location 1), and southeast of the reservoirs where the developer proposes a new pump station (Location 2). The current existing treatment location was not considered as the existing infrastructure would not be large enough to include the required equipment. If a new water treatment plant were to be added at this existing location, it would take up a significant portion of the park and would not be acceptable to park users. Figure 7-1 below provides the approximate location of the both the proposed locations.



Project No. 743-020
 Date January 2022
 Scale 1:6,000
 0 25 50 100 Metres

Site Plan



7.2 Location 1: Behind Existing Reservoir

At Location 1, the proposed WTP will be positioned behind, and elevated above, the existing reservoirs. Siting the proposed WTP at this location provides both benefits and drawbacks. The major benefit of having the proposed WTP at Location 1 is the option to have treated water gravity fed to the existing reservoirs. This would eliminate the need for a clearwell and domestic pump(s) to provide treated water to the existing reservoirs. The removal of clearwell and domestic pump(s) would reduce capital and operation costs, as well reduce maintenance associated with pump operation and future replacement.

Drawbacks related to Location 1 include increased capital costs associated with increased sitework related to locating the proposed WTP to the north of the existing reservoirs. Existing well pumps would likely need to be updated or replaced as the well pumps will need to pump to a higher elevation and will need to account for added pressure associated with treatment.

Design and construction considerations to locate the proposed WTP north of the reservoirs will include the following:

1. Environmental and permit applications related but not limited to tree removal, bird surveys, and working within set back of creeks;
2. Increased work associated with archaeological and geotechnical assessments near Location 1;
3. Review of elevation details related to site location and top water level (TWL) of the existing reservoirs. Additional pump(s) may still be required if elevation difference between the proposed WTP and TWL of the reservoirs is not achievable;
4. Increased sitework preparation such as clearing, excavation, backfill, and compaction, as well as increased construction related to access roads and parking spaces to allow for access to the proposed facility;
5. Additional routing of buried utilities such as raw, treated, backwash, and recycle lines will need to be designed and constructed;
6. Upgrades to existing well pumps to increase head pressures to allow well water to reach higher elevation of the WTP and capacity to pump through the proposed WTP; and
7. Will likely require a future pump station to provide water to a proposed future development. Should the proposed development move forward, a clearwell with domestic pump(s) could be constructed at the proposed WTP at Location 1. This would eliminate any benefits associated with gravity fed treated water to the existing reservoirs as described above. This would provide an opportunity for cost sharing with the developer. It is assumed the cost of the clearwell and pump(s) would be the responsibility of the developer should the proposed WTP be located at Location 1 and gravity feed of treated water is achievable.

Based on information provided by Skénkenam Development Limited Partnership (refer to Section 4), the Village will need to discuss with the developer the proposed location of the proposed WTP which may result in the overall reduction of lots or units located near the reservoir. The Village will also need to discuss with the developer regarding future pump station and reservoir requirements, as a clearwell at the WTP could be constructed to perform the duties of a future pump station. This would save additional space near the reservoirs by reducing the need for a separate pump station building and would be more cost effective for both parties.



7.3 Location 2: Front Existing Reservoir

The second proposed location for the WTP is southeast of the existing reservoirs. Location 2 will be at an elevation lower than the TWL of the reservoirs, so a clearwell and domestic pump(s) would be required to feed treated water to existing reservoirs. Based on field reconnaissance of the existing reservoir site, Location 2 will likely require less site modification, reducing the capital cost of the proposed WTP.

Drawbacks of Location 2 include higher costs associated with constructing the clearwell and installation of domestic pump(s). Additional pump(s) also increase operational and maintenance requirements and adds additional complexity should pump issues (faults, failures, power outages, etc.) become frequent in the future.

If the proposed WTP were to be developed at Location 2, there is an opportunity to incorporate the design for future domestic pump(s). This would provide an opportunity to combine both the clearwell and the future pump station building for the proposed development into a single footprint. Cost-sharing opportunities would be made available as discussed above.

Design considerations for Location 2 will be similar those noted above but are noted as follows:

1. Environmental and permit applications related to tree removal, bird surveys, and working within set back of creeks;
2. Complete archaeological and geotechnical assessments;
3. Review of elevation details related to site location and TWL of the existing reservoirs to confirm domestic pump(s) sizing;
4. Upgrades to existing well pumps to increase head pressures to allow well water to be pumped through the proposed WTP; and
5. Design and construction of a clearwell and domestic pump(s) to provide water to the existing reservoir. Provisions can be made to include additional space for future domestic pump(s) for future reservoir.

Similar cost sharing opportunities will need to be discussed with the developer.



7.4 Potential Well Pump Upgrades

To provide treated water to the existing reservoirs, the existing well pumps will require approximately 11 m (15 psi) of pressure to pump water through the filters of the WTP. Should the proposed WTP be located at Location 1, additional pressure will also be required to lift raw water above the existing TWL of the reservoirs. This section is a high-level analysis of the existing well pumps based on pump curve drawings provided by the Village. The analysis assumes the following:

1. The TWL of the existing reservoirs is 290.50 m;
2. The existing dedicated water main has a 300 mm diameter with an approximate length of 1.57 km;
3. The elevation of well pumps is approximately 188.3 m based on Well 3 drawings;
4. Hazen-Williams coefficient of 130 was used to determine the major head loss; and
5. Loss associated with pipe fittings were not included in the calculation.

Table 7-2 summarizes preliminary well pump requirements. System curve calculations will need to be refined during detail design to account for exact dedicated water main lengths and diameters, losses with pipe fittings, and exact well pump elevations.

Table 7-2: Well Pump Requirements for Proposed WTP

Well #	Design for Well Pump ¹	Design Head ¹	Major Head Loss	Assumed Minor Head Loss	Assumed Pressure Loss through WTP ²	Estimated Pressure Required ³	Upgrades Required to Meet Flow Demand
2	68 L/s	107 m	5 m	2 m	11-15 m	120-124 m (171-176 psi)	Yes
3	52 L/s	108 m	3 m	2 m	11-15 m	118-122 m (168-173 psi)	Yes

1. Based on pump curves provided by VOP. Well 2: Warson Pump 9WH-1C (stage 2). Well 3: 825 GPM 10" SSI Sub-Pump
 2. Additional pressure required to push water through proposed WTP and lift water to Location 1 (north of existing WTP).
 3. Estimated well pump requirements based on high level calculations.

Based on the estimates presented in Table 7-2, the well pumps will eventually need to be upgraded to meet design flows and pressures to pump raw water through the proposed WTP. It should be noted that existing well pumps could continue to operate until the pumps are replaced but will operate at a reduced flow to meet increased pressure requirements. Operating the existing well pumps in this manner will be less efficient and will require longer duration to fill the existing reservoirs.

Existing infrastructure such as piping, fittings, and flanges near the well pump will need to be evaluated and rated for pressures above 173 psi prior to initiating design of the new well pumps. If rated pressure for piping connections are unable to maintain high pressure requirements for new well pumps, another option such as a inline booster pump at the front end of the proposed WTP would need to be considered and would allow existing well pumps to remain in use.



7.5 Dedicated Watermain to WTP and Existing Chemical Dosing

An existing dedicated water main provides water from Wells 2 and 3 to the existing reservoir. Sodium hypochlorite and soda ash are currently dosed along Aster Street near Pioneer Park. Based on discussion with operators, there do not appear to be issues with the sodium hypochlorite dosing system. The current soda ash dosing system is located at the Well 1 pump station. Operation staff have noted concerns and higher staff requirements with operating the soda ash dosing system and include increased labour requirements associated with preparing soda ash solution and scaling issues when injecting rates decrease during low demand periods.

The Village has requested KWL review past dosing requirements and testing procedures to determine whether the existing soda dosing requirements should be changed. Findings from this investigation are out of scope for this report but will be summarized in a separate technical memorandum.

The cost estimates presented in Section 8 will include a new soda ash dosing system and a bulk bag feeder for comparative purposes. The bulk bag feeder system should reduce operation requirements related to preparation of soda ash solution. Additional information related to chemical dosing is described in the following section and dosing related to the recycle line.

7.6 Soda Ash Dosing and pH Adjustment

Based on water quality parameters discussed in Section 2, pH levels are adjusted with soda ash from 6.0 to 6.8 pH. It should be noted that pH greater than 6.8 may cause some iron precipitation issues in the proposed media filters (GreenSand Plus™). If the required target pH is higher than 6.8, a two-stage dosing process will need to be implemented to restrict formation of the precipitation in the filters and to meet corrosion control requirements. These stages would involve the following:

1. Stage 1 (pre-dosing), pH can be increased to 6.8 (via dosing with soda ash) for efficient filtration; and
2. Stage 2 (post dosing), pH can be increased with soda ash (or caustic based on confirmation of enough alkalinity in water after Stage 1 pH adjustment) for corrosion control.

Stage 1 and 2 pH adjustments will need to be further investigated during pre-design based on the technical memorandum to be issued on soda ash dosing, testing, and sampling.

A recycle line (to be discussed in later section) will be piped to the front of the treatment process from the wash water collection tank to reduce the amount of water that would be disposed to the sanitary system. The recycle water will mix with unprocessed groundwater prior to entering the treatment filters. Depending on the recycle water's time spent in the wash water collection tank, chlorine and pH adjustment may need to be injected into the recycle line prior to being blended with unprocessed groundwater.

Due to this arrangement, it is recommended that the existing soda ash systems be relocated to the newly constructed WTP. New soda ash dosing systems can replace the existing system once the system is unable to keep up with demands. It is proposed, a new chlorine dosing system should be installed at the proposed WTP to limit the risk involved with relocating the existing chlorination equipment.

Chemical dosing systems will be sized to meet full buildout system so adequate sizing of these systems can be fitted into the proposed WTP.



7.7 Tie-ins

The developer has proposed new routes for the existing watermains to align with the proposed roads, as shown in Figure 7-2. It is assumed two tie-ins for the inlet and outlet piping would need to be installed upstream of the existing reservoirs to service the proposed WTP.

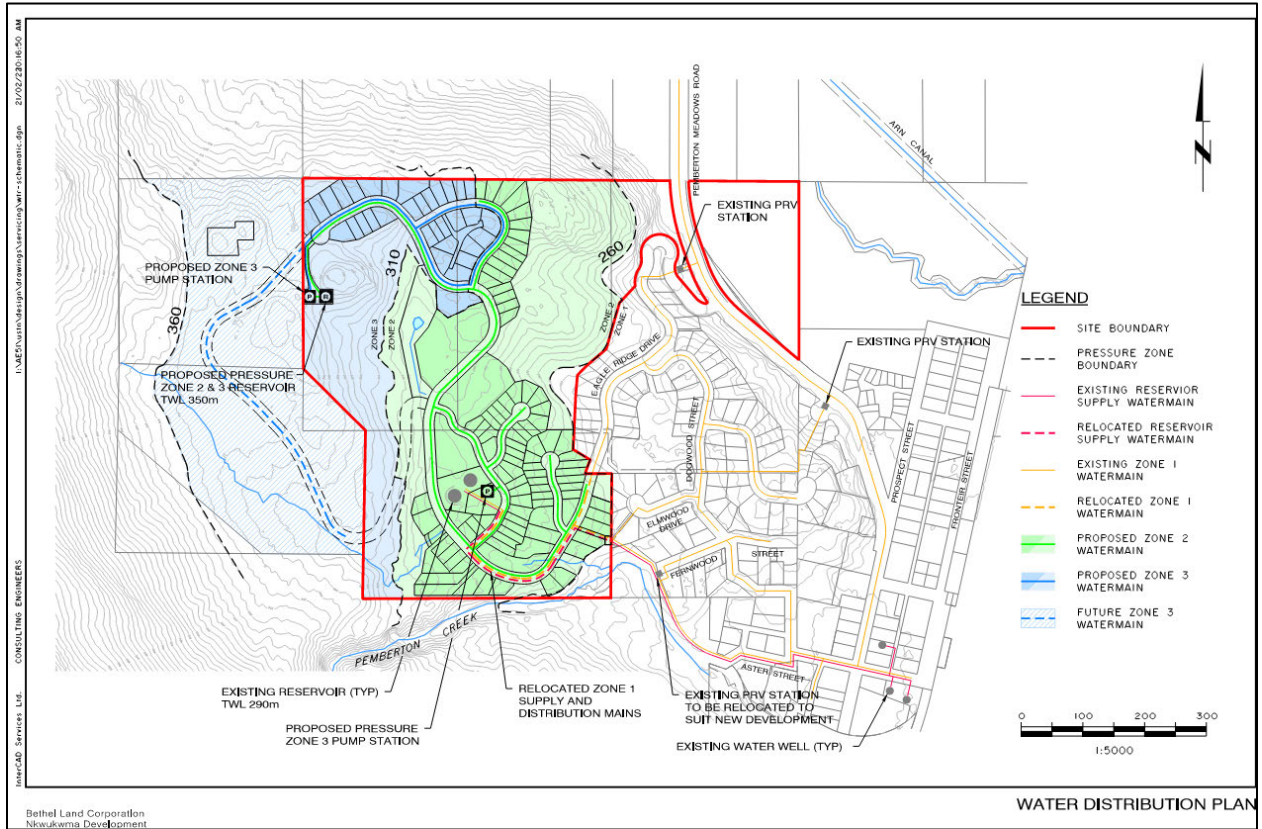


Figure 7-2: Proposed Alignment for Intake Pipes

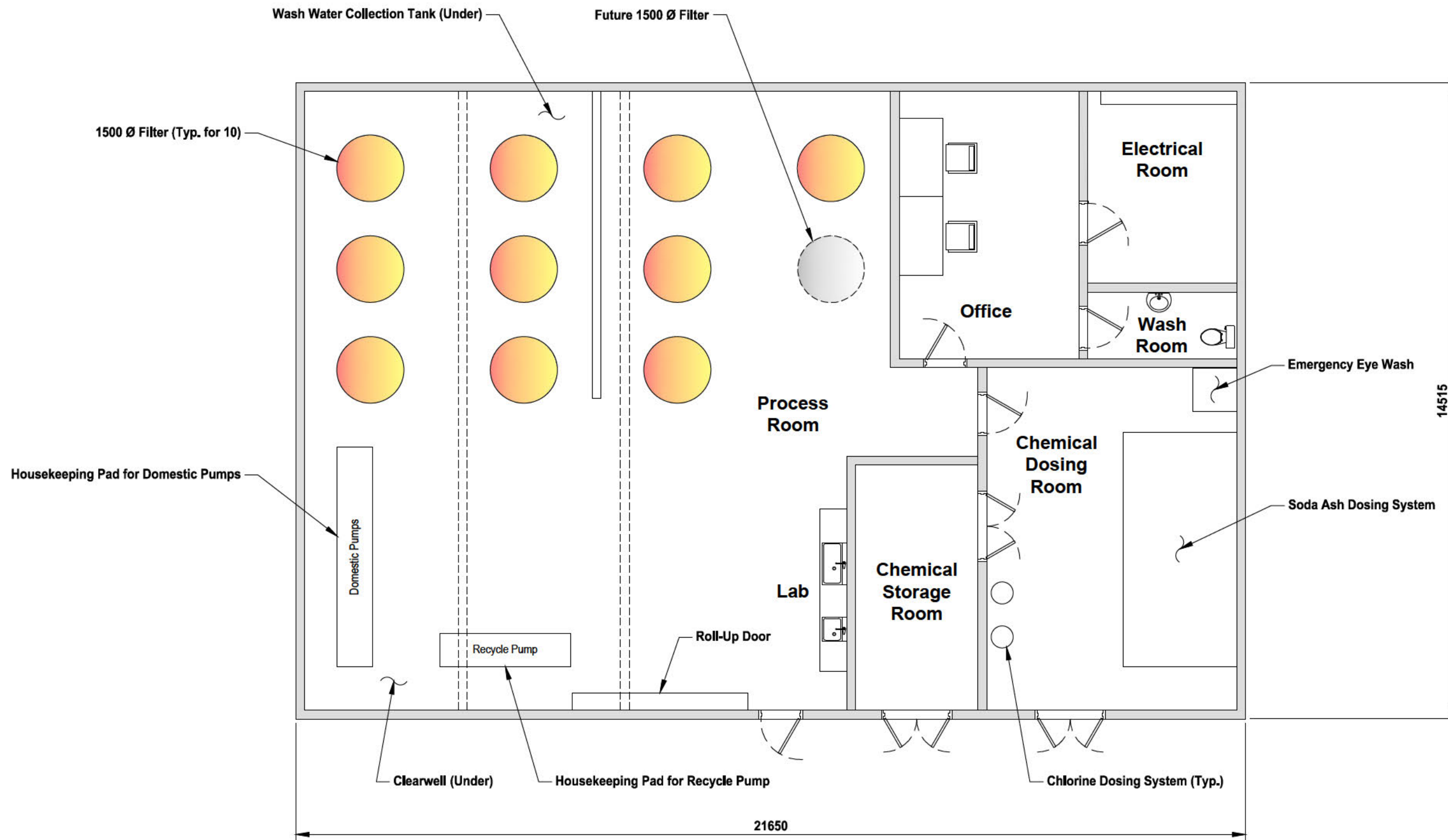


7.8 Facility Layout

As a post-disaster designed building, it is anticipated that the building structure would consist of a mixture of reinforced concrete, potentially concrete block with wood or steel stud framing for interior walls. Surface finishing in process rooms is likely to be cement board and/or chemical resistant fibreglass wall panels. Concrete provides a more durable aesthetic look and provides an opportunity to customize the building layout to suit site and treatment conditions as well as any operator preferences. Based on the design requirement, room layout (soda ash and chlorine dosing), and future development, it is recommended a customized post-disaster concrete building be constructed to house the treatment equipment. The proposed water treatment plant layout is shown in Figure 7-3. It should be noted, the layout is for discussion purposes only, as items may be omitted based on Village preferences, locations of the proposed WTP, and access to sanitary services.

The proposed water treatment plant has a concrete foundation which includes 1.5 m pony walls for raw water, backwash supply, and treated water pipe anchoring. This also provides for solid anchoring points for the filter vessels. The dimensions of the proposed water treatment plant are approximately 21.7 m x 14.5 m, or 314 m². The height of the building will be approximately 5 m in height to allow for pump and filter removal and spacing for chemical dosing equipment. A clearwell and backwash tank (if required) would be placed below the WTP floor as shown below. The following lists the major components of the proposed WTP layout that were considered:

1. Three (two duty, one standby) vertical turbine pumps adequately spaced centre to center;
2. Two (duty and standby) vertical turbine pumps adequately spaced. Pumps to be installed when proposed Pressure Zone 2 and 3 reservoir is constructed;
3. Ten 1,500 mm (60") diameter filters spaced approximately 3.5 m apart center to center. Filters are oriented so that operators have easy access to control valves and other components for easy operation and maintenance;
4. Spacing for one future 1,500 mm (60") filters to act as a spare treatment filter;
5. Separate electrical room comprising of VFDs, control panels (MCC), and other electrical equipment. A clearance allowance of 1 m to meet code requirements and additional spacing for operations was provided;
6. One 3 m roll up door located in the process room of the proposed WTP to allow for removal of pumps and filters for maintenance, repairs, or equipment replacements;
7. Several access doors located throughout the building to allow for operator ingress and emergency egress;
8. Laboratory area to allow for water collection and sampling work;
9. Chemical dosing and storage rooms to house sodium hypochlorite and soda ash;
10. Standard washroom with water closet, lavatory sink, and faucets; and
11. A 50 m³ clearwell and a backwash water collection tank located below WTP.





7.9 Infrastructure Requirements

Electrical

The proposed WTP will require 3-phase 600 VAC power with a minimum of 200 A service but will likely require less amperage if domestic pump(s) are not required.

Based on the site visit, 3-phase power is available off Eagle Ridge Drive, near the road that enters the reservoirs. The village has requested that some electrical equipment stationed near the reservoirs be moved into the water treatment plant. Building service electrical requirements and any additional services need to be evaluated in a subsequent detail design phase.

The Village should discuss with the developer whether 3-phase power will be extended from Eagle Ridge Drive up to the proposed Zone 3 Pump Station. Should extension of 3-phase power proceed up to the proposed pump station, the Village should negotiate responsibility and conditions as part of the development.

Sanitary Systems and Filter Backwash Collection

Use of filters to remove iron and manganese will require periodic backwash to remove accumulated solids in filters. When the filters are backwashed, the generated backwater will head to the wash water collection tank. To conserve water and reduce volumes of backwash water, water from the top of the wash water collection tank will be recycled to the front of the proposed WTP for treatment.

The recycle pump will be programmed to pump the recycled water on a pre-determined intervals (after allowing approximately two hours after backwash for solids to settle down in the wash water collection tank). Based on similar facilities, typical backwash volumes are approximately 5 to 7% of the total water treated by the facility. It is safe to assume more than half of the backwash volume can be recycled to the front of WTP.

Depending on the access and sewer capacities, the settled sludge will be pumped to a sludge tank. The sludge tank will need to be cleaned out and haul away on a regular basis. If access to sewer is available, settling and recycling can still be used to conserve water as previously mentioned.

Currently there are no existing sanitary mains near the existing reservoir locations that would be able to accept any backwash wastewater from the proposed WTP; therefore, wastewater generated from backwashing of media filters and other maintenance procedures will need to be captured and collected in tanks for disposal.

Should a sanitary line be installed for the future development, portion of the backwash from the proposed WTP can be disposed via the sanitary line. Access to a sanitary system would eliminate the need for the backwash settling, and recycle, but a solids collection tank would still be used to reduce the solids loading to the wastewater collection system. This option should be further evaluated in preliminary design phase and should be evaluated against proposed development requirements and wastewater treatment plant capacities.

Based on anticipated filter backwash volumes, a wash water collection tank will be approximately 50 m³ in size which is equivalent to four backwash volumes plus room for freeboard. A 30 m³ tank would be used for sludge collection.



Domestic Booster Pumps Clearwell

Domestic booster pumps may also need to be installed to provide the required pressure to pump water to the reservoir TWL height. Technical requirements along with Village preferences and location will need to be reviewed during the design phase.

At Location 1 (north side of the existing reservoirs), the treatment plant would not require a clearwell or pumps as the water would be gravity fed to the existing reservoirs. At Location 2 (southeast of the reservoirs), a clearwell approximately 12.8 x 3.5 x 1.5 m (50 m³) would be required and would be located below the floor of the proposed WTP. Should the Village include provision to have future domestic pumps installed in the clearwell to provide treated water to a future reservoir, spacing (i.e., concrete pad) could be included into the design and future pumps can be installed when the development is being built. The Village will need to discuss cost share details with the developer.

Based on the above, if a clearwell were to be installed at the proposed WTP, the following pump configurations or a combination of both could exist:

1. Three pumps (two duty, one standby) to pump water to the existing reservoirs; and
2. Two pumps (one duty, one standby) to pump water to the future pressure zone 2/3 reservoir.

Since it is considered a benefit for both the Village and developer to have a clearwell with provisions for future pumps, all WTP option discussed below will include a clearwell. Clearwell size will differ based on gravity fed and pumping requirements.

Allowances for well pump replacements and domestic pump installation have been included in the Class D cost estimate.



7.10 Summary of Proposed Water Treatment Plant Options

Based on the details discussed above, there are several options or configurations that the proposed WTP can be constructed. These options would depend on the Villages preferences related to the location of the proposed WTP, access to sanitary system, and the configuration of chemical dosing systems.

Table 7-3 summarizes major details for each of the proposed WTP options. A breakdown of costs is provided in Section 0 of the report.

Table 7-3: Proposed WTP Options

Parameters	Option 1	Option 2	Option 3	Option 4
Location	Location 1	Location 1	Location 2	Location 2
# Filter Tanks (dia. 60")	9	9	9	9
Gravity Fed WTP to Existing Reservoir	Yes	Yes	No	No
Clearwell Tank Volume	~ 20 m ³	~ 20 m ³	50 m ³	50 m ³
Domestic Pump(s) to Existing Reservoirs	None	None	3 (2 duty, 1 standby)	3 (2 duty, 1 standby)
Domestic Pumps(s) to Future Reservoir	2 (1 duty, 1 standby)	2 (1 duty, 1 standby)	2 (1 duty, 1 standby)	2 (1 duty, 1 standby)
Wash Water Collection Tank	50 m ³	50 m ³	50 m ³	50 m ³
Access to Sanitary Line	Yes	No	Yes	No
Sludge Holding Tank	None	30 m ³	None	30 m ³
Capital Cost (\$)	\$8,159,000	\$8,024,000	\$8,013,00	\$7,877,000
O&M Cost (\$/year)	\$248,000	\$285,000	\$248,000	\$285,000

7.11 Alternative Source and Post Expansion

The Village has conducted desktop assessment of alternative sources to supplement water supply should the existing groundwater source be unable to meet demands of the community while meeting the sustainable recharge rate of 30 L/s for the Pemberton Creek Fan Aquifer. Such alternative sources include both surface sources and other groundwater sources not tied to the Pemberton Creek Fan Aquifer.

As discussed in Section 7 and Table 7-1, the capacity of the proposed WTP is 60 L/s and is based on 2040 population growth with the intention to meet the sustainable recharge rate of the Pemberton Creek Fan Aquifer. Should an alternative source be added to supplement the water supply the Village has the option to expand the overall capacity of the WTP by adding addition space/structure for more filters or treatment equipment.

Based on discussion with the Village, a likely additional water source would be drilling new well(s) into the Lillooet River Aquifer. The Village plans to complete sampling of this potential well source, but past water quality samples have suggested the Lillooet River Aquifer may have higher iron and manganese and may be susceptible to the influence of surface water. Should this alternative source be added in the future, the proposed WTP can be expanded to include additional treatment process such as UV disinfection to meet treatment requirements. Where a UV disinfection system could be installed after the filters or downstream of the clearwell prior to entering the existing reservoirs. The addition of a UV disinfection system can be investigated during detail design.



8. Class D Cost Estimate

This section summarizes the cost opinions for various options discussed above. Options will be split based on the locations of the proposed WTP and access to the sanitary line for backwashing of the filters.

8.1 Limitations

The projected capital costs presented in this report are based on Class D Capital Cost Opinions. These costs opinions are order-of-magnitude level costs prepared with brief site information and should be used for planning purposes only. The costs may be subject to change upon receipt of significant new site or other information. A 60% allowance (40% contingency and 20% engineering) has been applied to the cost options to reflect their high-level nature.

8.2 Assumptions

The selection, sizing, and projected costs of the proposed WTP are based on the following:

1. All options will meet design flow target of 60 L/s by 2040 and will have provisions to include additional filters and pumps by 2040;
2. All options include a clearwell and pump(s) to provide treated water to the existing reservoir or future Pressure Zone 2 and 3 reservoirs;
3. A revised soda ash system to be installed for all options;
4. Electrical supply is available at existing site;
5. Includes contractor overhead and profit mark up (30%) and PST (7%); and
6. Cost escalation uncertainty with supply chain issues, pandemic fallout or recent provincial flooding could result in a cost escalation of 20 to 30%. This cost escalation has not been included in the cost opinion presented below.



8.3 Summary of Capital Cost Opinions

A summary of the proposed WTP located at Location 1 (north of the existing reservoirs) cost opinions are provided in Table 8-1.

Table 8-1: Summary of Cost Opinions for Proposed WTP located North of Existing Reservoirs

Item	Option 1, No Access to Sanitary Water Line (North of Reservoirs)	Option 2, Available Access to Sanitary Water Line (North of Reservoirs)
General Requirements	347,600	342,100
Site Work	529,000	485,900
Concrete	638,200	602,400
Building	492,500	492,500
Equipment	2,316,900	2,316,900
Mechanical & Piping	314,000	314,000
Electrical	461,000	461,000
Sub-Total	5,099,200	5,014,800
Engineering (20%)	1,020,000	1,003,000
Contingency (40%)	2,040,000	2,006,000
Total	8,159,000	8,024,000

A summary of the proposed WTP located at Location 2 (south of the existing reservoirs) cost opinions are provided in Table 8-2.

Table 8-2: Summary of Cost Opinions for Proposed WTP located South of Existing Reservoirs

Item	Option 3, No Access to Sanitary Water Line (South of Reservoirs)	Option 4, Available Access to Sanitary Line (South of Reservoirs)
General Requirements	341,600	336,100
Site Work	320,300	277,200
Concrete	638,200	602,400
Building	492,500	492,500
Equipment	2,439,900	2,439,900
Mechanical & Piping	314,000	314,000
Electrical	461,000	461,000
Sub-Total	5,007,500	4,923,100
Engineering (20%)	1,002,000	985,000
Contingency (40%)	2,003,000	1,969,000
Total (Rounded)	8,013,000	7,877,000



8.4 O&M Cost Estimate

The Operation and Maintenance, O&M costs are allowances based on similar WTP projects completed by KWL and are intended to be for comparison purposes between the various treatment processes evaluated. It is anticipated that the estimate for O&M costs would be refined with subsequent phases of work such as pilot testing, preliminary design, final design.

At this stage, the proposed WTP O&M Cost estimate is split among six categories which include electrical operating charges, staffing, water monitoring, consumables, waste management, and facility maintenance. The following summarizes how each category were calculated:

1. Electrical charges are based on typical electrical requirements of major equipment (i.e., pumping) and anticipated duty cycle. Electrical cost rates at \$0.10/kwh reflect industrial averages;
2. Staffing charges are based on typical hours required to maintain and operate the WTP. Assumes an hourly charge rate of \$40/hour. Staffing generally relates to routine labour, filter replacement, sludge disposal, and after-hour response;
3. Water monitoring is assumed to be completed at the proposed WTP to measure overall performance of the treatment process and to confirm the distribution is receiving treated water that meets guideline requirements. It is anticipated samples will be collected quarterly at the proposed WTP;
4. Consumables are based on the recommended treatment process which include filter media replacement and removal as well as chemical consumptions;
5. Waste management is the cost associated with disposal of accumulated sludge from the backwashing of media filters. A disposal fee of \$1,500/haul was applied at a rate of two hauls per month for the proposed WTP. The cost associated with hauling could be eliminated if a sanitary line is accessible; and
6. Maintenance are costs associated with the maintenance and replacement of equipment at the WTPS.

Based on the assumptions above, the estimated O&M costs for the proposed WTP ranges between \$248,000 and \$285,000 per year. Lower range cost would be related to WTP options that have access to sanitary system and would not require the need for sludge disposal services. It should also be noted, approximately \$110,000 of the O&M costs are related to replacement and maintenance costs which would most likely be put aside to allow for equipment to age and be replaced.



9. Overall Discussion and Summary

Four proposed WTP options were presented in the information above to treat existing groundwater wells to meet requirements of the GCDWQ. The proposed WTP should be designed to operate at 60 L/s and will have provisions to supply any future adjacent development with the addition of domestic pumps dedicated for that development. The proposed WTP will consist of ten 1,500 mm (60") diameter filters with GreenSandPlus™ media to remove iron and manganese and will be fitted with domestic pumps, recycle pumps, and sludge pumps.

The treatment process at the proposed WTP will consist of oxidation by chlorination and filtration by GreenSandPlus™ media. Oxidations by chlorine disinfection will promote precipitate formation of iron and manganese and provide primary and secondary disinfection of the water. Catalytic media filtration with GreenSandPlus™ will further react with dissolved manganese to promote absorption to the filter media.

Periodic backwash of the GreenSandPlus™ filter media will be required to remove the accumulated iron and manganese in the filter. The backwash water will be sent to wash water collection tank where settling of solids will occur. To reduce the amount of liquid waste for disposal, a recycle pump will pump the supernatant liquid to the front of the WTP for treatment. Solids in the backwash collection tank will settle to the bottom, where a sludge pump will transfer the solids to a sludge collection tank or lagoon for storage and disposal. It is anticipated, disposal of solid waste will occur approximately one to two times per month at the proposed WTP but will depend on the water quality of the raw water and actual volume of water being treated.

The recycle line will be piped to the front of the proposed WTP from the wash water collection tank, where chemicals will need to be injected upstream or downstream of the filters. Due to the proposed arrangement, it is recommended, the existing soda ash systems be moved to the constructed WTP and a new chlorine system be installed at the proposed WTP. A new pH adjustment system can replace the existing systems once the system is unable to keep up with future demands.

The capital cost of the proposed WTP options range between \$7.9 to \$8.2 million depending on the location, pumping requirements, and access to sanitary systems for sludge disposals. O&M costs estimated to be \$248,000 to \$285,000 per year.



10. Conclusion and Recommendations

10.1 Conclusions

Based on the scope of this water treatment investigation, several conclusions have been reached and are listed below:

1. The existing Wells 2 and 3 groundwater sources, will eventually have elevated iron and manganese water levels that do not meet the requirements of the Guideline for Canadian Drinking Water Quality;
2. Anticipated flow rates based on village population growth until 2040 are summarized in the table below:

Table 10-1: Summary of Flow Rates

Year	Village Population	ADD (m ³ /day)	ADD (L/s)	MDD (m ³ /day)	MDD (L/s)
2020	3,100	1,880	22	3,700	43
2025	3,510	2,067	24	4,073	47
2030	3,925	2,255	26	4,451	52
2035	4,335	2,442	28	4,824	56
2040	4,750	2,631	31	5,203	60

3. The proposed water treatment process of oxidation with chlorine injection and catalytic media filtration (GreenSandPlus™) will provide adequate treatment and disinfection to the water from the wells;
4. The proposed WTP should be designed to operate at 60 L/s and will have provisions to supply any future adjacent development with the addition of domestic pumps dedicated for that development;
5. Two proposed locations were identified. Location 1 would have the proposed WTP located north of the existing reservoirs at an elevation above the reservoirs TWL to allow for gravity feed. Location 2 will be located southeast of the existing reservoirs and will require a clearwell and additional pumps to provide treated water to the reservoir. Both locations have advantages and drawbacks;
6. A separate technical memorandum related to soda ash dosing is currently being prepared by KWL and will provide additional insight into the design of future soda ash dosing system for corrosion control of the treated water;
7. To conserve water use and produce reduce volumes of wash waste for disposal at the proposed WTP, a pump from the wash water collection tank will recycle settled water to the front of the WTP for treatment. Hypochlorite injection and pH adjustment systems will need to be installed downstream of the tie-in point of the raw water and recycle line;
8. Four WTP configurations were presented based on the location of the proposed WTP and access to sanitary system. Costs of the WTP range from \$7.9 to \$8.2 Million and include 40% contingency;
9. O&M costs to operate the WTP is estimated to be \$248,000 to \$285,000 per year. Costs will be impacted by access to sanitary system and sludge disposal; and



10.2 Recommendations

Based on the conclusions of this study, a list of recommendations is provided below:

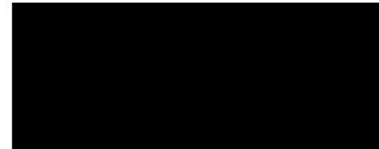
1. The Village to review the proposed WTP options and determine which configuration best suits their needs and requirements;
2. Conduct bench scale testing with water from Well #2 and #3 to confirm Oxidation and Catalytic Media Filtration with GreenSandPlus™ is able to meet treatment requirements;
3. Proceed with pre-liminary design of the preferred WTP option;
4. The Village, supported by KWL, apply for Investing in Canada Infrastructure Program Green Infrastructure Grant by February 23, 2022;
5. The Village to confirm existing wastewater treatment plant capacity and determine whether additional volumes as a result of the proposed WTP and future development would impact the treatment facility, or the conveyance of sewage to that facility; and
6. Complete additional water quality samples of potential additional water sources to determine if additional treatment process may need to be included at the proposed WTP.



11. Report Submission

KERR WOOD LEIDAL ASSOCIATES LTD.

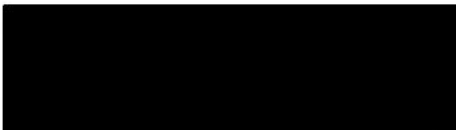
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Revision History

Revision #	Date	Status	Revision Description	Author
A	November 26, 2021	Draft		AL/KSB
B	December 10, 2021	Draft		AL/KSB
0	January 31, 2022	Final		AL/KSB

Technical Memorandum - Draft

DATE: January 31, 2022

TO: Tom Csima, Manager, Operation and Projects
Village of Pemberton

FROM: Brandon Johnson, P.Eng.

**RE: Village of Pemberton
Water Conservation Plan
Our File: 0743.018-300**

Background

Kerr Wood Leidal Associates Ltd. (KWL) has been retained by the Village of Pemberton (the Village) to provide a Water Conservation Plan (the Plan). The Village has a higher per capita water use than the Canadian average, indicating potential for reducing consumption through water conservation and leak detection efforts.

The Village's water source derives from two active wells that withdraw from the Pemberton Creek Fan Aquifer which supply the Village population of approximately 3,100 as well residents of the Squamish-Lillooet Regional District who live in the Pemberton North Improvement District. Demands from the Pemberton North Water System (PNWS) comprise approximately 17% of the total demand.

The goal of the Plan is to identify both where conservation efforts should be made, and tools and work needed to reduce water use and leakage to achieve an overall reduction in per capita water use of 15% in the next 10 years.

Incentives to conserve water are both economic and environmental. Economically, the Village is significantly invested in its current source. Alleviating capacity constraints will defer infrastructure replacement costs, reduce operational costs, reduce water treatment costs, and maximize the time that the Pemberton Creek Fan Aquifer can be utilized before needing a new source. Environmentally, reducing the extraction of water from the aquifer will subsequently also reduce the volume of wastewater released, minimizing the impact to the environment.

Per-Capita Water Demands and Component Analysis

Average per capita water use is approximately 600 L/capita/day which included residential, industrial, and commercial use but excludes water demand from the Pemberton North Water System. In 2017, Canadian average per capita water use is 427 L/capita/day which also includes industrial, commercial, and other uses.

The village's current maximum day per capita demands are estimated at 1,190 L/cap/day which is high.

Per-capita water use is often used as a metric for assessing residential use and conservation efforts, however, it is affected by the type and quantity of industrial and commercial (ICI) use. High ICI water use



combined with a relatively low population can inflate the average per capita water use metric. Equally, higher than average system leakage can have the same effect.

Water conservation initiatives should put focus and effort where improvements can be made based on analysis of the components of water use. It is therefore necessary to understand where the greatest reductions are possible by measuring other metrics such as leakage levels, the leakage infrastructure index, residential base (indoor use), and seasonal water use.

The recommended process for determining the components of water use, including leakage, are as follows:

1. ICI Use: Quantified by customer water meter billing database and estimates for unmetered commercial and industrial use. It is noted that all businesses located in the Village's industrial park have water meters installed and it is estimated that metered ICI customers account for roughly half of the total ICI use¹ in the Village. Average, base, and seasonal usage for industrial and commercial users may be estimated if all meters are read for billing at set times marking the normal transition from winter to summer usage.
2. Water System Leakage: Quantified by zone night flow analysis. It is noted that the Village is working towards providing SCADA monitoring for zone metering to allow leakage assessments to be completed.
3. Base Demand and Base Residential water use: Review of average winter demand data. Base demand is average winter demand. Base residential water use is calculated by deducting the estimated industrial and commercial use and estimated system leakage from average winter demand.
4. Seasonal water use: Review of yearly flow data. The yearly quantity of seasonal demand and period in which it occurs can be quantified by review of daily flow records.

Components of Water Demand

Water billing data from 2010 through to 2020 was reviewed along with source flow data from 2020 and 2021. In 2015, a major leak was identified and repaired. The leak was responsible for a daily loss upwards of 500 m³ or 5.79 L/s, which accounted for roughly 20% of the water demand at the time.

A water balance was completed using billing data from 2016 to 2021 to categorize water use and applying the breakdown to 2020 source flow data. Water demands have decreased by approximately 10% since 2016. Seasonal water use in 2021 was significantly higher than 2020 (+32%); however, 2021 was an uncharacteristically hot year, leading to many municipalities observing record water usage and therefore was not considered in this analysis.

The following assumptions were made to complete the water balance:

1. Indoor residential water use is estimated to be 230 L/cap/day.
2. Unmetered ICI demands are assumed as approximately one-third of the total ICI demand. Approximately half of the total ICI customers are metered, and it is assumed that these include the larger water users.
3. Total base usage is calculated from the average day winter demand multiplied by 365 days.

¹ Village of Pemberton Water System Performance Assessment



- Seasonal usage is all water usage above the average winter base demand that occurs from May through September.

The components of water demand are presented in Table 1 below.

Table 1: Estimated Annual Water Use Breakdown

Period	Usage by Demand Type (m ³)					Total	% of Annual Total
	Residential	ICI	Metered Outside Boundary	PNWS	Water Losses		
Base Usage	220,000	74,000	7,000	32,000	70,000	403,000	66%
Seasonal Usage (% of Total for Demand Type)	143,000 (39%)	24,000 (24%)	4,000 (36%)	36,000 (53%)	NA	207,000	34%
Annual Total	363,000	98,000	11,000	68,000	70,000	610,000	100%
% of Annual Total	60%	16%	2%	11%	11%		

The following is noted with regards to the estimated annual water use breakdown:

- Seasonal water use is high and accounts for 33% of total yearly demand and is estimated to account for 39% of the total non-metered residential demand. By comparison, in the lower mainland, seasonal demand accounts for 33% of total residential demand. The difference in seasonal use between the Village and the Lower Mainland is greater than these numbers signal since the assumed residential base use for the Village (230 L/cap/day) is approximately 30% greater than Lower Mainland base residential usage. On average each residential account uses 142 m³ of seasonal (outdoor) water between May 1 and September 30 or 934 L/property/summer-day.
- Water losses are moderate, estimate at 70,000 m³/year which is roughly 11% of total annual water use or a leakage rate of 2.2 L/s. It is noted that actual loss levels may be higher than reported as loss levels are calculated based on a relatively conservative estimates of legitimate residential base demand. The accuracy of the audit would be improved by determining water loss through minimum night flow analysis once zone metering is completed and connected to SCADA.
- The water loss total includes leakage within PNWS. PNWS water losses are high. The total annual water supplied to PNWS is approximately 120,000 m³; comprised of an estimated 68,000 m³ of legitimate usage and 52,000 m³ of water loss. PNWS water losses are estimated to be 74% of the Village's total water loss of 70,000 m³.

Population and Growth

The village's current population serviced by the Village's water system is estimated at approximately 3,100. The following is noted with regards to serviced population, current development plans, and future growth.

- On average between 1991 and 2016, the Village has grown at a rate of 80 people per year.
- The Village population is estimated to increase by 686 people according to the several developments that are either under construction or have recently been completed.



3. Over the next 5 to 10 years, there are significant residential plans approved, housing approximately another 1,763 people.
4. Extrapolating the population best fit line into the year 2040, the population for the Village is estimated for the years 2020 to 2040² as shown in Table 2 below.

Table 2: Projected Water Service Population

Year	Population
1991 Water Study	550
2001 Census	1,637
2006 Census	2,192
2011 Census	2,369
2016 Census	2,574
2020 Estimated	3,100
2025 Estimate	3,510
2030 Estimated	3,925
2035 Estimate	4,335
2040 Estimated	4,750

Water Supply Capacity

The Pemberton Creek Fan Aquifer is unconfined and primarily recharged via Pemberton Creek at a rate of approximately 30 L/s. Production wells 1, 2, and 3 are located in the central portion of the aquifer.

1. Well 1 is inactive due to excessive iron and manganese concentrations.
2. Well 2 is the backup well constructed in 1997 at a depth of 41.8 m. It has a diameter of 300 mm and a rated flow of 76 L/s.
3. Well 3 is the current duty well constructed in 2007 at a depth of 46 m. It has a diameter of 200 mm and a rated flow of 50 L/s.

During the summer months water is consumed quicker than the aquifer’s recharge rate. The aquifer water levels typically recover each winter as the Village’s water usage drops. The sustainable use of the Pemberton Creek Fan Aquifer requires the Average Daily Demand (ADD) to remain below 30 L/s (2,600 m³/day). Currently, ADD is approximately 21 L/s.

Climate Change Adaptation and Mitigation

The following is noted with regards to climate change adaptation and mitigation:

1. In general, weather is likely to become wetter in the winter and drier in the summer in the future in the Squamish-Lillooet region. According to the Pacific Climate Impacts Consortium (PCIC; plan2adapt.ca), by the 2050s, precipitation in the region is expected to change from current normal as follows (median of forecasts, and range of 10th to 90th percentiles):

² Village of Pemberton Water System Performance Assessment



- a. Annual +2.4% (-1.7% to +7%)
- b. Summer -5.9% (-30% to 5.3%)
- c. Winter +2.9% (-1.9% to +8%)
2. As well, the Pacific Climate Impacts Consortium (PCIC; plan2adapt.ca), estimates that by the 2050s annual average temperatures in the region will increase by +3.1°C (+2.1°C to +4.2°C).
3. Extreme weather events (temperature and precipitation, drought, and flooding) are expected to increase in frequency. The impact on water service may include increased storage requirements for balancing peak flows.
4. The physical capacity of the Pemberton Creek Aquifer is considered a constraint into the future with climate change worsening the effects of a growing population on demand.
5. Benefits of water conservation (mitigation and adaptation):
 - a. Reducing the extraction of water from the aquifer will reduce the volume of wastewater released, minimizing the impact to the environment.
 - b. Reducing costs and carbon emissions of expanding the infrastructure to accommodate growth (e.g., manufacturing, transporting, and installing larger watermains).
 - c. Reducing carbon emissions associated with trucking water to overcome capacity constraints.
 - d. Maintaining more water storage in reserve for emergencies such as wildfires or extreme drought, which may increase due to climate change.

Water Demand Targets

The following water conservation targets are recommended:

1. Overall water supply flow (annual total or average) at WTP: Maintain below 25 L/s through year 2040.
2. Maximum day demand at WTP: Maintain below 50 L/s through year 2040.
3. End user demand (L/cap/day): Reduce to 900 L/cap/day Maximum Daily Demand (MDD) and 450 L/cap/day ADD at WTP by year 2040.

Achieving a per-capita reduction in water demands of approximately 25% over the next 20 years will rely on a combination of educational and regulatory measures to reduce water demands in existing buildings, water-efficient new construction, and implementation of a water distribution loss management program. If these measures are implemented, the targets are achievable with a water service area population of 4,750 in year 2040.

Current and Planned Water Conservation Measures

A planned adaptive strategy enables conservation measures to be tailored to meet the changing needs of the community over time. The following conservation measures are currently undertaken or are planned for implementation as required.

1. **Regulation** (current): In 2015 the Village established an Outdoor Water Use Regulation Bylaw (Bylaw No. 792), which includes four water conservation levels as shown on Figure 1 below.

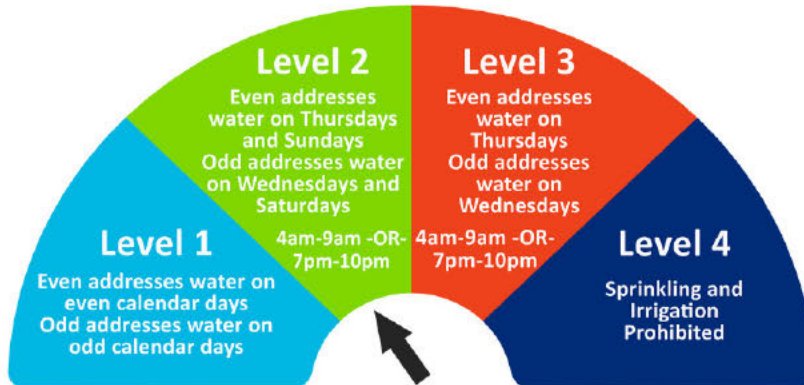


Figure 1: Village of Pemberton Outdoor Water Use Levels

The Village advertises the current level of watering restrictions in social media and on its website. The Village also provides details about best practices for reducing indoor water use on its website to educate the public.

2. **Retail metering program** (feasibility study completed 2007, prioritized implementation in progress): The Village's zoning and building code bylaws require all new developments to install water meters and low-flow toilets and urinals (residential and ICI). Approximately half of all ICI connections are currently metered.
3. **Consumption based billing** (current): Metered customers are billed for water based on water consumption and a two-tiered inclining block rate structure where consumption over 65 m³ per quarter is penalized with a higher water rate (2.25 times). The Village has developed appropriate non-metered and metered rate structures that achieve stable revenues and appropriate incentives to reduce base and peak demands.
4. **Water Loss Management** (current and planned): The Village has implemented zone metering and is in the process of connecting zone meters to SCADA for the purpose of monitoring nighttime flows and leakage levels. Distribution losses are estimated to average 2.2 L/s, which is approximately 11% of annual demand. Ongoing recommended measures include minimum overnight flow monitoring, keeping records of leaks found and repaired, and sounding for leaks at line valves and curb stops when they are exercised or located. Losses are the greatest in the Pemberton North Water System, comprising approximately three quarters the total loss value.
5. **Demand Management Program** (Current): Providing information to customers through print and electronic media has been a major component of the Village's conservation program since its inception. Print media has included bill stuffers, flyers and brochures that address indoor and outdoor water conservation practices. This information has also been posted on the Village's website and published in its bi-monthly e-newsletter. The Village also ensures responsible 'water wise' irrigation for all civic properties in accordance with their bylaw. The Village will continue to implement a program to reduce peak and annual water use as needed to defer capacity upgrades and meet the planned conservation targets, including a community awareness campaign aimed at water efficient lawn and landscape maintenance.
6. **Reporting usage and water budgets on water bills** (current and future): Displaying information about water use on water bills is completed to raise customer awareness about their water use. Comparing each customer's water use to a system average, or to a water use budget based on



system constraints will enable customers to make informed and timely decisions about how they use water.

- 7. **Water Conservation Plan Renewal** (planned for 2026, and every five years thereafter): A review of this plan will be conducted every five years to update forecasts and targets, consider new information, and adjust program activities as required to meet targets.

Program Implementation Responsibility, Cost and Schedule

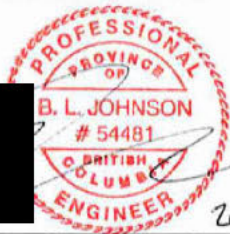
The Director of Public Works will have overall responsibility for the water conservation program. Aspects of the program may be delivered by public works (e.g., water-loss management), finance (rates), and Community Development and Planning (bylaw administration, forecasting and public engagement). The program is budgeted under the water fund. Planned measures will proceed within the next five years (subject to budget approvals), or as necessary to achieve targets and avoid premature infrastructure capacity upgrades where it is cost-effective.

Linkages to Other Plans and Policies

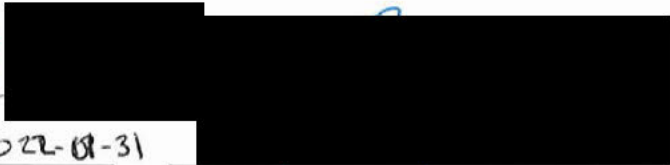
This Plan supports the Official Community Plan; outdoor water use bylaw; Water Rates Bylaw; PNWS water rates study; Water and Sewer Asset Management Plan; and Corporate Asset Management Policy.

KERR WOOD LEIDAL ASSOCIATES LTD.

Prepared by:



Reviewed by:



Brandon Johnson, P.Eng.
Project Engineer

Permit to Practice # 1000696

Ryan Lesyshen, M.Sc., P.Eng.
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BLJ/aah



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Revision History

Revision #	Date	Status	Revision Description	Author
A	January 10, 2022	DRAFT	Initial Draft	BLJ/RYL
B	January 17, 2022	DRAFT	Updated based on received data	BLJ/RYL
C	January 31, 2022	FINAL	Minor updates based on feedback from client	RLJ/RYL

Proudly certified as a leader in quality management under Engineers and Geoscientists BC's OQM Program from 2013 to 2022.

Date: February 15, 2022
To: Nikki Gilmore, Chief Administrative Officer
From: Christine Burns, Manager of Recreation Services
Subject: Recreation Services 2021 Fourth Quarter Report

PURPOSE

The purpose of this report is to provide Council with an update on the Fourth Quarter activities of the Pemberton and District Recreation Services Department.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with Recreation Service projects and activities.

DISCUSSION & COMMENTS

This report provides an overview of Fourth Quarter activities undertaken by the Department of Recreation Services from October 1 to December 31, 2021.

To create operational efficiencies Staff programmed as much of the Fall and Winter Programs as possible at the same time and Registration for both Fall/Winter programs opened on August 16, 2021.

Pemberton Community Centre Activities	Statistics 2021	Statistics 2020*	Statistics 2019
Registration	516 participants	305 participants	944 participants
Classes Offered	70	62	180
Classes Cancelled	8 (11.4%)	16 (25.81%)	18 (10%)
Classes Run	62	46	162
Gross Program Revenue	\$29,958.48	\$15,890.12	\$58,134.77

*Due to the closure of the Pemberton & District Community Centre, because of the COVID-19 Pandemic, the revenues received during this time are significantly reduced compared to previous years.

Fall Programming 2021

Fall program registration began Monday August 16, 2021, through Perfectmind, the online booking system. Registration remains open for each program until 72 hours prior to the program starting, unless otherwise defined.

1. Children Fall Programs:

Staff focused on creating as many school-aged programs as possible by hiring casual program leaders to compliment the pre-existing successful community programs like Pemberton Dance Studio, Jujitsu and Whistler Gymnastics.

A Programming highlight was the improvement of Children’s and Early Years programming through the creation of half day programs to be held during the Christmas Break. The following themed days were planned.

- Gingerbread Camp
- Stocking Making
- Holiday Crafts
- Cookie Decorating
- Snow Globe Making
- Kids Caroling

Each class ran at full capacity and if possible those waitlisted were accommodated as extra Staff became available.

2. Group Fitness Classes:

Due to the fluctuating Public Health Order (PHO) restrictions over the course of the past year Staff proceeded cautiously with program offerings for fitness. There was moderate to high interest depending on whether the class was a value-added class or a registered program. A total of 121 value-added fitness classes were offered between October and December with 835 unique registrants averaging 6.9 participants per class. At the same time there were a total of 16 registered fitness programs with 158 unique registrants averaging 9.9 participants per program. The number of fitness participants in fall programs was very encouraging.

3. Senior’s Programs (average attendance/class)

Online programming for Seniors continued to be offered throughout the Fall months. There was consistent attendance from the previous Quarter as shown below:

Programs	January – March 2021	April – June 2021	July – September 2021	October – December 2021	2021 Total
Strength Training	7	5	4	4	20
Chair Yoga	6	9	5	4	24
Wednesday Walking	Not available	2	Took a Break	2	4

October saw the return of the Men’s Shed weekly meeting held at The REC and planning continued for other Senior’s drop in programming.

Online programs for Seniors have proven to be very successful, Recreation Services is planning to continue to offer this type of programming post pandemic.

4. Youth Programming

Participation at The REC continued to grow in the Fourth Quarter; however, it is still not operating at pre-pandemic capacity. Efforts to engage the Youth continued throughout the Fall with Staff visiting Pemberton Secondary School to introduce themselves and talk about the activities and programs offered at The REC. Staff were pleased to see an increase in participation in this Quarter. As you can see from the numbers for the year, we have yet to see a return to participation in the REC.

The REC (average participant use)	October – December 2021	Total for 2021	October – December 2020	Total for 2020
Wednesday	5	9	5	39
Thursday	2	9	7	44
Friday	21	47.5	19	79.3
Saturday	6	19.5	11	53

*Please note that prior to COVID-19 sign in was not practiced, therefore, 2019 numbers are not available.

Pre-Registered Fitness Centre Use

A total of 5,424 unique fitness centre bookings were made between October 1 and December 21, 2021. The total unique fitness centre bookings for 2021 is 13,345.

The Fourth Quarter saw many modifications to how Fitness Centre's could operate, for the Fourth Quarter the capacity was increased to 16 patrons per session, and the schedule is shown below:

Fitness Blocks (Monday)	Fitness Blocks (Tuesday to Friday)
	6am – 7am
	8am – 9am
9am – 10am	9am – 10am
10am – 11am	10am – 11am
3pm – 4pm	3pm – 4pm
4pm – 5pm	4pm – 5pm
5pm – 6pm	5pm – 6pm
6pm – 7pm	6pm – 7pm
7pm – 8pm	7pm – 8pm

Below is a breakdown of the number of memberships sold in the Fourth Quarter in comparison to the past year. Pass types sold have remained relatively consistent over time with somewhat of an increase in 1 month and 10x passes in comparison to Fourth Quarter 2020. Overall, there was an increase in membership sales:

Pass Types	January - March 2021	April - June 2021	July – September 2021	October – December 2021	2021 Totals
1 Month Adult	65	80	40	104	289
1 Month Senior/Student	9	12	10	24	55
10x Adult	147	94	76	181	498
10x Senior/Student	34	27	19	63	143
3 Month Adult	33	36	17	39	125
3 Month Student/Senior	4	8	5	8	25
6 Month Adult	8	2	5	3	18
6 Month Student/Senior	1	0	4	8	13
1 Year Adult	2	2	5	9	18
1 Year Student/Senior	1	0	0	2	3
Total	304	251	181	441	1,187

Facility Maintenance Update

The following maintenance work was undertaken in the Fourth Quarter.

- In collaboration with the Operations Department work took place to protect the Meadows Field from further damage by armoring the parking lot
- Completed audit on lighting and replaced lights and ballasts as required to provide better lighting and safer working conditions
- Organized workshop and storage areas
- Completed First Aid level A and JIBC Emergency Operations Centre Training
- Updated Shaw phone lines for staff
- Updated the Health and Safety boards, checks, and first aid and AED supplies
- Accessible drinking fountain installed on the 2nd floor atrium
- Annual inspection of Great Hall curtains completed
- Completed snow clearing contracts for the winter
- Successfully winterized the spray park and irrigation systems
- Reduced recurring costs of Canadian Linen rentals
- Organized waste collection for the facility
- Deep cleaned Great Hall and Studio floors
- Reviewed with contract cleaning expectations, organized weekly and daily tasks for improved services
- Conducted a successful fire drill with all Full-time Staff and approximately 10 Casual Staff.
- Set in motion the installation of a new ductless air and heating system at The Rec
- Repaired and painted damaged walls at The Rec and Community Centre
- Coordinated with building inspector, contractors, librarian, and manager to move forward with the automation of the south entrance doors of the community centre

Indoor Facility Use

Facility usage for the Fourth Quarter of 2021 saw the PDCC settle into a rhythm with regular ongoing clients, which included:

- École de Vallee (SD93) returned to in-class learning utilizing Room A, the Studio and the Great Hall on Monday, Wednesday, Friday during school hours.
- Gymnastics continues full programming on Tuesday and Thursday in the Great Hall.
- Increase in Fitness Centre timeslots, removal of gap time between sessions, increased capacity, continuation of vulnerable person timeslots.
- Afterschool Care program. (Room D)
- Pemberton Dance Academy. (Room B and Great Hall C or Studio, Monday through Saturday)
- WorkBC occupies Room B weekly for in person consultations.
- Jujitsu in 1/3 of Great Hall on Monday and Friday.
- Karate in 1/3 of the Great Hall.

Vancouver Coastal Health (VCH) transitioned COVID-19 Vaccination clinics to Pemberton Secondary School after their last full day clinic on October 21, 2021. VCH held a full day Flu Clinic in the Great Hall on October 29th and then two subsequent clinics in Room D on November 4th and 22nd.

Parks and Fields

Fourth Quarter usage of outdoor spaces wrapped up, the following is an use summary:

Meadows Fields:

- Pemberton Youth Soccer Association (PYSA) completed fall programming October 31, 2021.
- Maintenance at the Fields took place three times per week in response to the increase in use throughout the summer and early fall.
- Boulders were added along the edge of the fields to prevent unwanted vehicle access prior to the first snow fall in November.
- Annual Fall Shutdown occurred.
- Weekly/bi-weekly checks continued through the Fourth Quarter.

Den Duyf Park:

- Pemberton Youth Soccer Association completed Fall programming October 31, 2021.
- Field use completed and field winterized started November 1, 2021.

Gates Lake

- Annual Fall Shutdown occurred.
- Weekly/bi-weekly checks continued through the Fourth Quarter.

The Downtown Community Barn:

- Farmer's Market continued on Fridays until October 29, 2021.
- Firesmart Presentation Day on October 3, 2021.

- Pemberton Community Church installed the Christmas Tree from December 3, 2021, until January 4, 2022
- Outdoor seminar by Doctor's on Tour on December 16, 2021
- Treasure Trade and Community Fundraiser on December 19, 2021

One Mile Lake Park:

- PORCA hosted a variety of Bike programs at this location through the month of October.
- Stewardship Pemberton Nature Camp operated from the Nature Centre located in the park until November 30, 2021.
- Pemberton Canoe Association ran afterschool and flatwater training until the end of October.

Pioneer Park:

- Sea to Sky Community Services held programming outside until October 7, 2021.
- Halloween Wedding

Lot 12 (Skatepark/BMX area):

- No programming through the Fall, open for Public Access.

A Fourth Quarter breakdown of the number of Facility Booking Contracts and Park Use Permits issued is provided below:

Facility	Facility Agreements/Park Use Permits (PUPs)	# of Sessions	Hours of Use
PDCC	74	345	1,842.75
Community Lawn	0	0	0
Meadows Field	2	18	66
Signal Hill	1	5	9.5
Den Duyf Park	5	16	63
Gates Lake Park	0	0	0
The Barn	5	37	148
One Mile Lake Park	7	90	552
Pioneer Park	3	3	8.5
Lot 12 (BMX and Skatepark)	0	0	0
Totals	97	514	2,689.75

PROVINCIAL RESTART PLAN

On May 25, 2021, the Province rolled out the Four Step Restart Plan, however the transition to Step 4 after September long weekend did not proceed as planned. Instead, on August 24, 2021, a variety of measures were put back into place and Proof of Vaccination (POV) requirement was introduced. Masks were required in all common spaces and capacity restrictions were re-established depending on the type of use. Staff was able to pivot and adjust quickly as the new restrictions were not necessarily new to them.

On December 21, 2021, the Province announced an update to the Gatherings and Events Order which once again saw the closure of all fitness centers and programs; however, some

programming at the PDCC was allowed to continue (ie: childrens Christmas half day camps). This triggered modifications to current PDCC operations immediately resulting in a decrease in staffing levels. As this closure was not expected to last longer than January 18, 2022, the Village of Pemberton chose to honour the scheduled shifts for casual Staff and full-time Staff were able to adjust accordingly to accommodate the programming and services that were allowed to continue.

Further changes were made throughout the remainder of December as the new Public Health Orders were verified, however in the end we are still in the throes of a Pandemic.

COMMUNICATIONS

Recreation Services coordinates with the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the Village eNEWS, Facebook and other social network mediums. As such, considerable communication has been undertaken to ensure the public is well informed on the updates related to the Pemberton and District Community Centre Restart plan for Fitness Services and all Programs with a current focus on Children's summer camps.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1718-2021 as was approved by the Squamish Lillooet Regional District (SLRD) Board of Directors meeting on June 23, 2021.

Budget and staffing impacts have continued to be incurred throughout the Fourth Quarter of 2021 particularly as a result of the Public Health Orders issued in December. Despite the disappointing adjustments that had to be made because of the PHO restrictions in the Fourth Quarter, PDCC Staff continued to adjust accordingly and actively planned and implemented interim programming with an aim to keep the facility operational as was permitted. In anticipation of moving forward to pre-pandemic operations, recruitment for part-time casual staff and contractors continued and the PDCC is in a good position to adjust to the restrictions being lifted.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service Department works with all Village Departments. There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Collaborative efforts between neighboring jurisdictions including Whistler, Squamish, Sea to Sky School District No. 48 and Francophone School District No. 93 as well as local community groups continues to occur to ensure consistent practices for continual operations of parks, playgrounds, spray parks and recreation facilities and programs. This has included increased communication between Recreation Departments of each organization to ensure attempts to be congruent through the Sea to Sky Corridor for members of each Community.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council receives the Recreation Services 2021 Fourth Quarter Report for information.

Submitted by:	Christine Burns, Recreation Services Manager
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: February 15, 2022
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: Pemberton Fire Rescue 2021 Fourth Quarter Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the fourth quarter of 2021 and to present the Pemberton Fire Rescue 2021 Annual Report.

BACKGROUND

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No. 1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Fire Service Agreement.

Pemberton Fire Rescue also provides Road Rescue Service to the entire SLRD Electoral Area C covering 5,570 square kilometers pursuant to SLRD Pemberton Fire Rescue Contribution Service Conversion and Establishment Bylaw No. 715-2001.

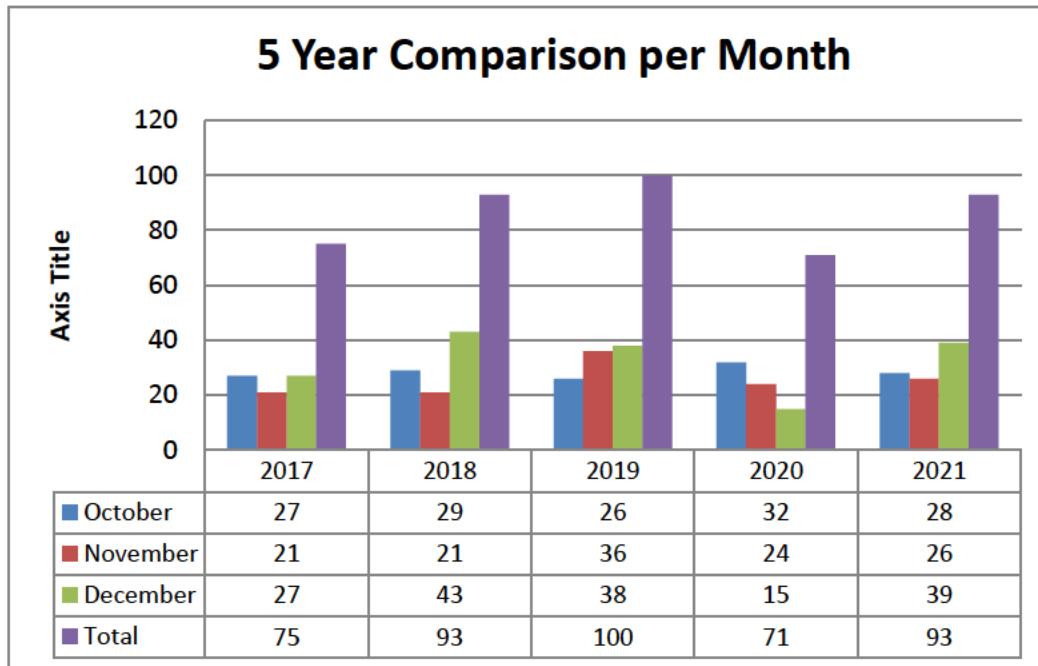
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

Incidents:

For the Fourth Quarter, Pemberton Fire Rescue responded to 93 incidents. In review and comparison to the 2020 fourth quarter, call volumes are up.

A comparison chart by Quarter over the last five (5) years is shown below.



In the table below, the highlighted green squares indicate number of incidents greater than number of days in a month.

	2017	2018	2019	2020	2021
January	31	21	32	29	25
February	18	30	25	29	24
March	14	16	25	40	17
April	21	22	33	25	27
May	38	37	55	24	35
June	35	33	60	16	33
July	32	48	47	36	29
August	38	38	33	36	50
September	24	51	49	32	33
October	27	29	26	32	28
November	21	21	36	24	26
December	27	43	38	15	39
Totals	326	389	459	338	366

Number of Incidents per day for 2021 Year

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
1	0	2	1	2	1	1	1	1	1	1	0	7	18
2	1	0	0	1	2	4	2	2	1	1	1	0	15
3	2	0	0	1	1	0	0	2	0	2	0	1	9
4	2	0	0	1	2	2	2	2	1	0	0	1	13
5	0	1	0	1	3	1	0	1	1	0	0	1	9
6	3	2	1	0	4	0	0	1	2	0	0	1	14
7	0	0	2	0	1	0	0	0	0	0	1	0	4
8	1	0	0	0	1	0	1	2	2	0	0	1	8
9	0	1	2	0	0	0	0	0	0	0	2	2	7
10	1	2	1	2	1	0	3	3	3	1	2	1	20
11	0	0	0	1	1	1	0	1	1	2	0	1	8
12	0	2	0	0	2	0	0	1	2	2	0	4	13
13	3	1	1	0	1	2	1	3	0	1	1	0	14
14	1	0	0	3	1	0	2	2	1	0	2	1	13
15	0	3	1	2	1	1	0	2	0	1	4	0	15
16	1	0	1	1	1	1	2	0	3	1	1	1	13
17	0	0	0	0	0	1	1	3	1	2	0	0	8
18	0	0	3	0	0	1	1	2	2	0	1	0	10
19	0	1	0	0	0	2	0	3	1	1	1	0	9
20	2	1	1	3	0	5	0	1	0	3	1	1	18
21	0	3	1	0	1	1	0	0	1	3	0	1	11
22	3	0	1	2	2	0	1	2	0	0	0	0	11
23	0	0	0	1	3	1	0	1	1	1	0	2	10
24	0	1	0	0	0	0	2	2	1	0	1	0	7
25	1	1	1	0	0	3	2	1	3	2	2	2	18
26	0	2	0	0	1	4	1	1	0	0	0	3	12
27	0	1	0	1	0	1	3	3	1	0	1	1	12
28	1	0	0	3	0	1	0	3	3	1	2	2	16
29	0	0	0	0	3	0	2	1	1	1	1	2	11
30	2	0	0	2	1	0	1	1	0	0	2	0	9
31	1	0	0	0	1	0	1	3	0	2	0	3	11
Totals	25	24	17	27	35	33	29	50	33	28	26	39	366
Days Month	31	28	31	30	31	30	31	31	30	31	30	31	365
Colour Coding		1 - 2			3 - 4			5 - 10			11 +		

Below is a breakdown of the average number of Firefighters attending incidents and the average number of those attending response types. This information is helpful to highlight the challenges Pemberton Fire Rescue encounters because of being a small Department and because many Firefighters hold fulltime jobs outside the community which means they are not always able to attend daytime calls. That said, Pemberton Fire Rescue is pleased to show how our member numbers have grown especially since 2018.

Average number of Firefighters attending Incidents since 2017.

Year	2017	2018	2019	2020	2021
Total # Incidents	326	389	459	348	366
Average # responders	5.60	5.04	4.75	6.72	7.01
Total Members Per Year	23	20	25	31	35
Percentage of members responded	24%	25%	19%	22%	20%

The chart below shows the average number of firefighters that attended each response type over a 5-year period compared to the minimum personnel requirements set out in the NFPA Standards. The NFPA Standards explain the number of members required to do each job.

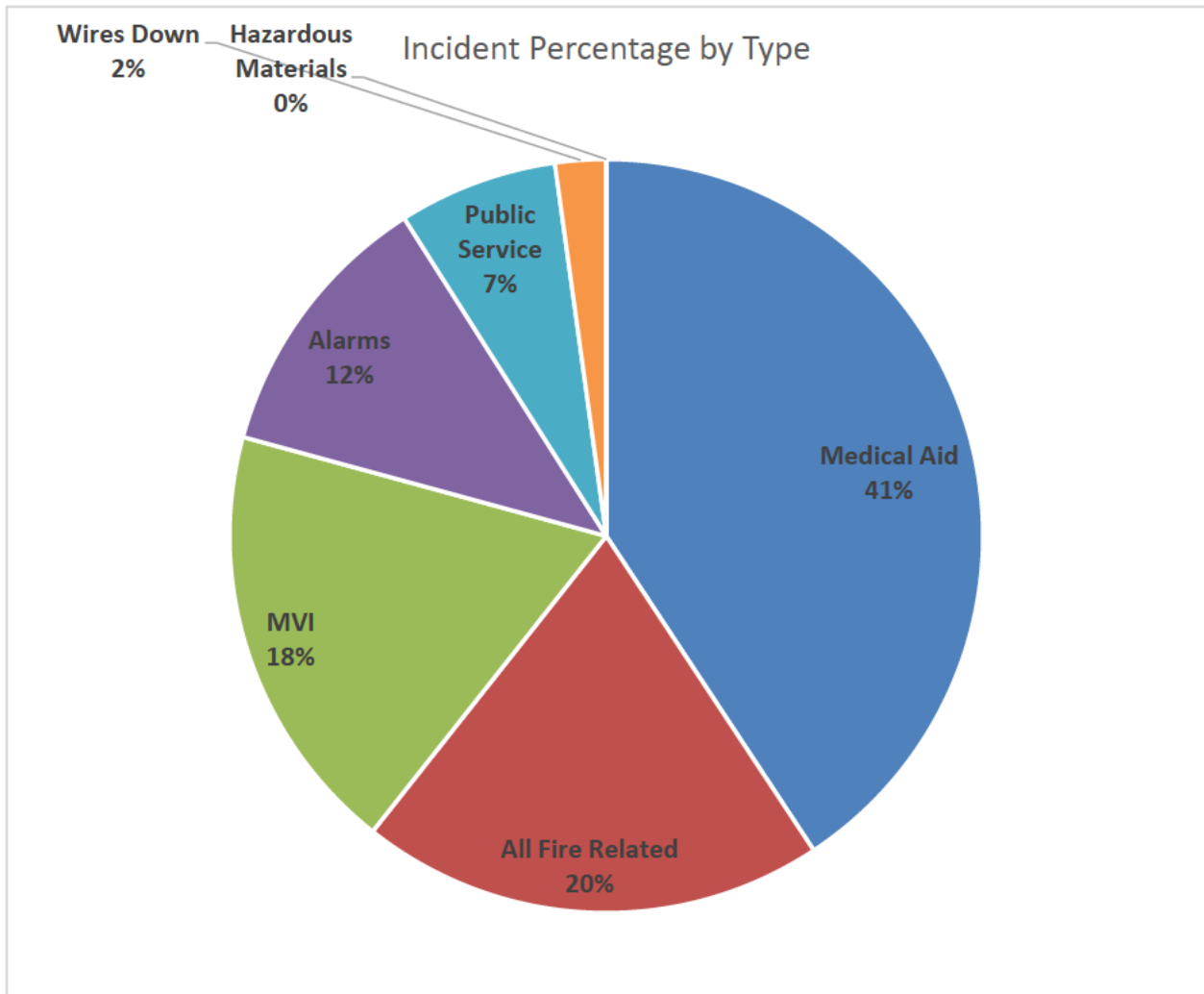
	Minimum Personnel Requirements	2017	2018	2019	2020	2021
Medical Aid	4	4.87	4.42	4.13	5.64	5.83
Motor Vehicle Accident	8	6.63	5.77	4.87	8.87	7.32
Alarms	*16	4.69	5.32	5.07	5.35	6.63
Wires Down	8	9.35	4.27	5.93	7.33	7.00
Burn Complaint	8	4.83	4.60	2.75	7.67	6.70
Chimney Fire	16	6.25	7.92	7.67	9.00	9.08
Smoke Sighting	8	5.60	6.13	5.87	7.64	10.50
Structure Fire	16	9.11	9.00	7.86	11.58	10.67
Vehicle Fire	8	5.44	6.00	5.70	8.83	13.00
Wildland Fire	16	6.00	7.45	6.00	7.20	8.67

*Only one truck with crew would be sent. However remaining crew would be on standby at hall until confirmed

Types of Responses:

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to several different types of incidents, and locations as identified in the Service Agreements with the SLRD and Lil'wat Nation.

Below is a pie chart that summarizes the number of callouts per type of incident attended Year to Date (YTD).

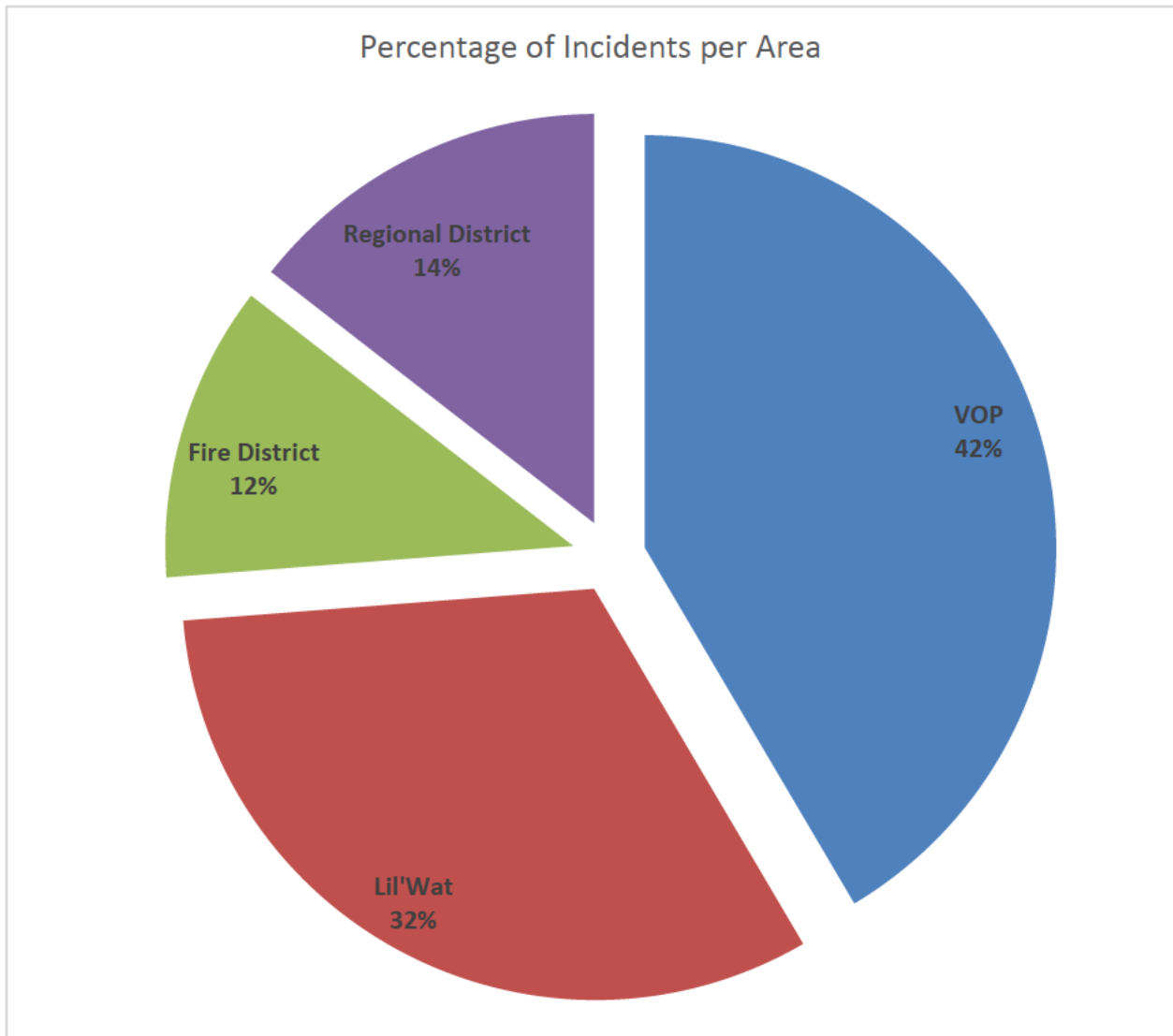


Incidents by Area:

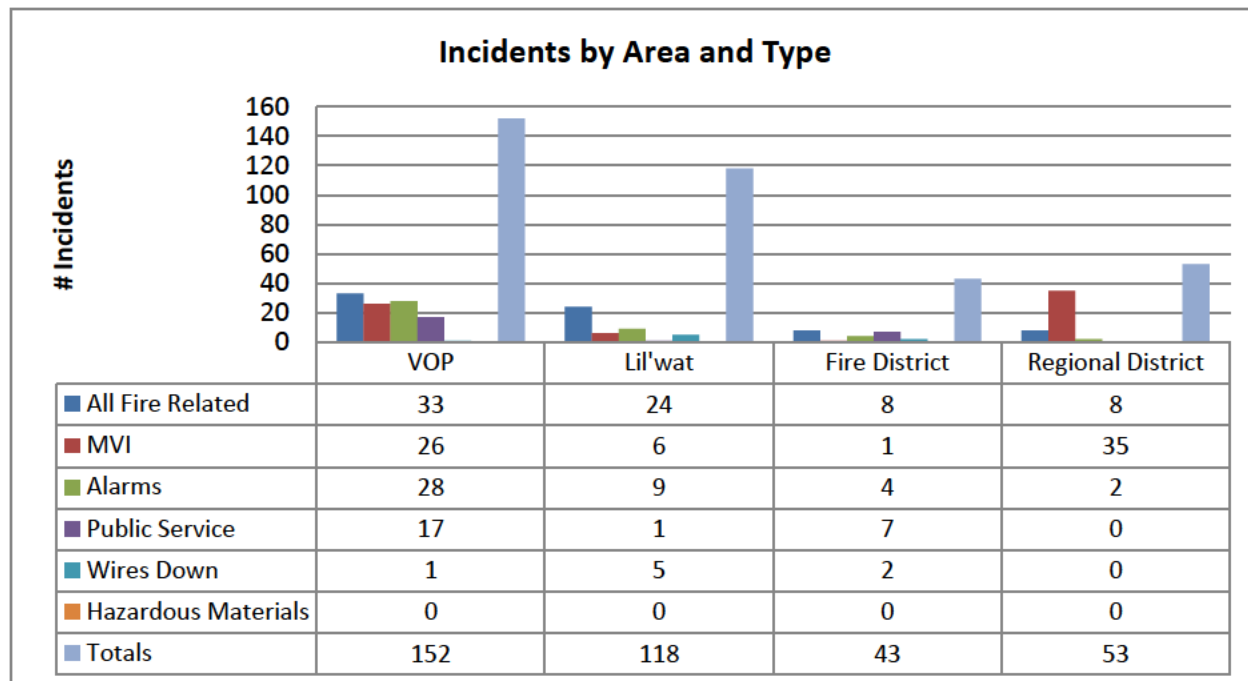
The breakdown of the incident reports is categorized into the following regions:

- Village of Pemberton Boundaries.
- Lil'wat Nation.
- Fire District Service Areas; and
- Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries)

Below is a chart showing the percentage breakdown of Incidents by Area Year to Date (YTD):



The chart and table below show the Incidents by Area and Type:



Membership:

At the end of the Fourth Quarter, membership stands at 41 and is comprised of two (2) full-time members, 38 volunteers (paid on-call) members and one (1) full-time Administrative Assistant. The membership is also complemented with two (2) term FireSmart Staff (Coordinator and Laborer).

Training:

Members in the Fourth Quarter trained under a slightly modified program in continued response to COVID-19 protocols. Training sessions were held once a week with the members being divided into 4 groups.

Fourth Quarter Commitments:

Commitment Type	Total Number Sessions	Total Hours
Training	11	44.5
Public Events	3	62.5
Meetings	5	4
Incidents	93	116

Fire Prevention, Inspections & Public Events:

During the Fourth Quarter, the following fire prevention, inspections, education, and public service initiatives were completed and attended by Pemberton Fire Rescue members.

- 3 Public service initiatives: Fire Prevention Day, Halloween Fireworks & Remembrance Day.

Annual Report

The Pemberton Fire Rescue Department presents an Annual Report, attached as **Appendix A**, to Council at the end of each year. This report offers an insight into the efforts and achievements that the Fire Department has accomplished over the past year and allows its readers to gain an insight into the services we offer to our citizens.

This report will outline call volumes, fire prevention efforts, public fire education initiatives, professional development achievements, and other significant accomplishments made by our personnel and the department over the past year.

COMMUNICATIONS

This report is a quarterly update and does not require any communications element.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

This report has been prepared in-house and is an element of the regular day to day operations of the Pemberton Fire Rescue Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals for considerations at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area. This is a benefit to the community and positively impacts the Squamish-Lillooet Regional District and Lil'wat Nation.

ALTERNATIVE OPTIONS

This report is being presented for information as such there are no alternative options for consideration.

RECOMMENDATIONS

Recommendation #1:

THAT the Pemberton Fire Rescue 2021 Fourth Quarter Report be received for information.

Recommendation #2:

THAT the Pemberton Fire Rescue 2021 Annual Report be received.

ATTACHMENTS:

Appendix A: Pemberton Fire Rescue 2021 Annual Report

Prepared by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Robert Grossman, Fire Chief
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Pemberton Fire Rescue Annual Report 2021





Message from

Fire Chief Robert Grossman

I am pleased to submit the Annual Report for the Pemberton Fire Rescue Fire Department for 2021.

The report offers an insight into the efforts and achievements that the Fire Department has accomplished over the past year and allows its readers to gain an insight into the services we offer to our citizens.

This report will outline call volumes, fire prevention efforts, public fire education initiatives, professional development achievements, and other significant accomplishments made by our personnel and the department over the past year.

I am proud to be associated with the men and women who comprise our fire department. They are a dedicated, efficient, and highly skilled group of individuals who selflessly strive to offer a service that our community can be proud of.

I would like to thank Council for their continued support of our efforts and achievements. It is recognized that Council determines the level of service that we provide, and further that Council recognizes the important role that our firefighters play in making our community safe.

We look forward to your continued support.

Robert Grossman
Fire Chief

MISSION STATEMENT

The preservation of life and property within the Pemberton area.
To promote fire safety and deliver educational programs.
To cooperate with other organizations within the community in the event of an emergency.

Primary Goal of the Pemberton Fire Rescue Department

The goal of the fire department is to provide fire protection, and road rescue services through a range of programs designed to protect the lives and property of the inhabitants from the effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to their municipality; second, to those municipalities which are provided fire protection by the fire department via authorized agreements, currently being the Lil'wat Nation and Electoral Area C of the Squamish-Lillooet Regional District, which are provided fire protection by the fire department via authorized agreements; and third, to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities, currently being the Resort Municipality of Whistler.

Risk Management

The fire department employs a risk management plan as a component of a comprehensive safety and health program with the following objectives:

1. To limit the exposure of the fire department to situations and occurrences that could have harmful or undesirable consequences to the department or its members.
2. To provide a safe working environment for the members of the fire department while recognizing the risks inherent to the fire department's mission.
3. To require all personnel to use the concept of risk vs. benefit as a primary consideration during fire department operations.

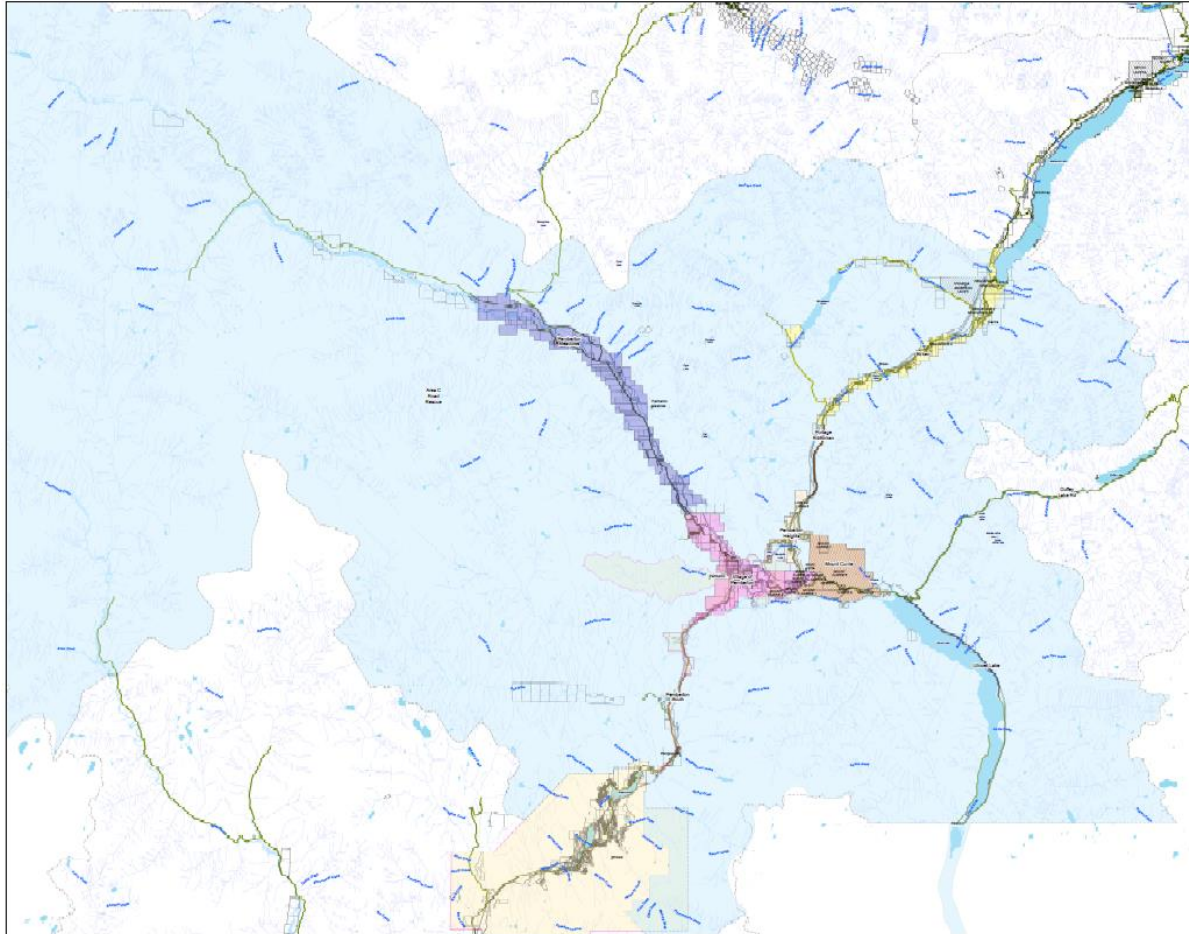
Area Covered by Pemberton Fire Rescue

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016 – see pink on map). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008 – see purple on map), Pemberton Heights (SLRD Bylaw No. 1083, 2008 – see yellow on map) and the Pemberton Fire Protection Specified Area as defined within the Agreement.

The Fire Department provides Road Rescue Service, which encompasses all Squamish-Lillooet Regional District Electoral Area C and includes responding to motor vehicle accidents which can involve extricating patients from the vehicle as well as assisting patients to the Ambulance, as required.

As well, through a Service Agreement with Lil'wat Nation (see orange on map) the Pemberton Fire Rescue also provides services to the residents of the Lil'wat Nation community.

The map below outlines the Pemberton Fire Rescue Road Rescue Service area and the areas covered through the various Fire Service Agreements.



Primary Objectives of the Fire Department

To achieve the goals set by Pemberton Fire Rescue, necessary funding must be in place and the following objectives met:

1. Identify and review the fire services requirements of the municipality on a regular basis.
2. Provide consistent administrative processes that meet the needs of the department.
3. Ensure firefighting equipment is maintained and available within the municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide departmental training to ensure all personnel are familiar with the latest fire prevention and firefighting techniques, are confident in the control of emergency situations and able to effectively co-operate with other municipal departments with respect to management training and other programs.
5. Establish and maintain a maintenance program to ensure all apparatus is ready to respond to emergency calls.

6. Provide an effective fire prevention program.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial, and institutional staff training.
8. In the event of a major catastrophe within the municipality, ensure assistance is available and/or in place to/from outside departments and other agencies to assist and support Pemberton Fire Rescue.
9. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities, and agencies, related to the protection of life and property.
10. Interact with other municipal departments respecting the aspects of fire on any given program.
11. Ensure these objectives are not in conflict with any other municipal department.

FireSmart

Wildfire events are a real risk that impact all British Columbians and for which our community must be prepared. But while that seems like a big task, the FireSmart program has been developed to help residents get started and make proven steps toward protecting homes and the community from wildfires. In July 2021, Village of Pemberton was awarded a Community Resiliency Investment FireSmart Economic Recovery Grant, in the amount of \$147,149.10, for a one-year term. Two positions were created, FireSmart Program Coordinator and FireSmart Laborer. The FireSmart team coordinates home assessments, establishes FireSmart educational outreach program, coordinates FireSmart projects, oversees reporting and information sharing. The work that the FireSmart team is doing is vital to ensuring Village of Pemberton is proactive in its activities to put in place the mechanisms to help prevent a significant and dangerous wildfire event.

Wildfire Deployment

Pemberton Fire Rescue has consistently supported the province during difficult and exhausting wildfire events. In 2021, the Department was again called upon to assist with the significant number of wildfires burning in the interior.

In July, Pemberton Fire Rescue sent a crew of four (4) along with Engine 10 to Boston Bar. Over the following six weeks, three (3) additional crews were deployed on 2-week intervals to the areas of the Lytton Complex fire, Spences Bridge, Cook's Landing, Shackan Indian Band as well as areas along Highway 8 from Spences Bridge to Lower Nicola. On August 26th, the last crew and Engine 10 returned home.

In total for 2021, Pemberton Fire Rescue members were out for 45 days assisting with wildfires. Each crew had an opportunity to learn more about wildfire behaviour, worked to save properties and built relationships with members from other departments. As a result, new skills and knowledge has been brought back to Pemberton and shared with all members which will enable the Department to provide better protection to the community.

Fire Prevention and Inspections

Pemberton Fire Rescue is pleased to report that business operators within in the Village of Pemberton recognize the importance of being prepared and continues to be compliant with fire regulations.

Fire Inspection	13
Fire Safety Plans	2

Community Events Involvement

In 2021, the COVID-19 Pandemic Public Health Orders limited Pemberton Fire Rescue involvement with Community Events. However, Pemberton Fire Rescue was pleased to assist with the Halloween fireworks, Fire Prevention Day, and Remembrance Day ceremony. While the pandemic did reduce our ability to be actively involved with the community this year with restrictions expected to relax in 2022 the hope is that the Department will be able to facilitate more public education events.

Training

In response to COVID-19 Pandemic protocols, members trained on a weekly basis under a modified program. Five (5) to Seven (7) training sessions were held per week with 4 – 5 members attending each session. This revised training program required an increased commitment by the Chief and Deputy Chief to maintain the training requirements set forth by the province while at the same time abiding to the social distancing protocols set forth by through the Public Health Orders.

As restrictions were relaxed in June, training sessions were held once a week with the members being divided into 4 groups.

2021 Breakdown of Training

Hours of Training	565.5
Sessions Available	135
Subjects Covered	64

Total Hours each member contributed to Pemberton Fire Rescue for 2021

Members commit a significant amount of time to maintain the training requirements established by the province as well as attending incidents and public education events. In 2021, Pemberton Fire Rescue members contributed the following hours to Incidents, Training, Public Education and Standby Time:

	Hours
Incidents	424.37
Training	565.50
Public Education	30
Standby Time	9,075.50

These volunteer hours committed to are in addition to maintaining fulltime jobs as well as family and other commitments. The dedication and commitment each member of Pemberton Fire Rescue gives to the Department as well as the community is very much appreciated.

Awards and Recognitions

Each year, Pemberton Fire Rescue acknowledges and congratulates members for their outstanding service to the community. In 2021 the following awards were presented:

Award	Recipient
Firefighter of the Year	Adam Malpus
Rookie of the Year	Rachel Bailey
Most Improved Firefighter of the Year	Alex Wilkes
Outstanding Firefighter of the Year for most attendance to incidents and training.	Jordan Brown

Retirements

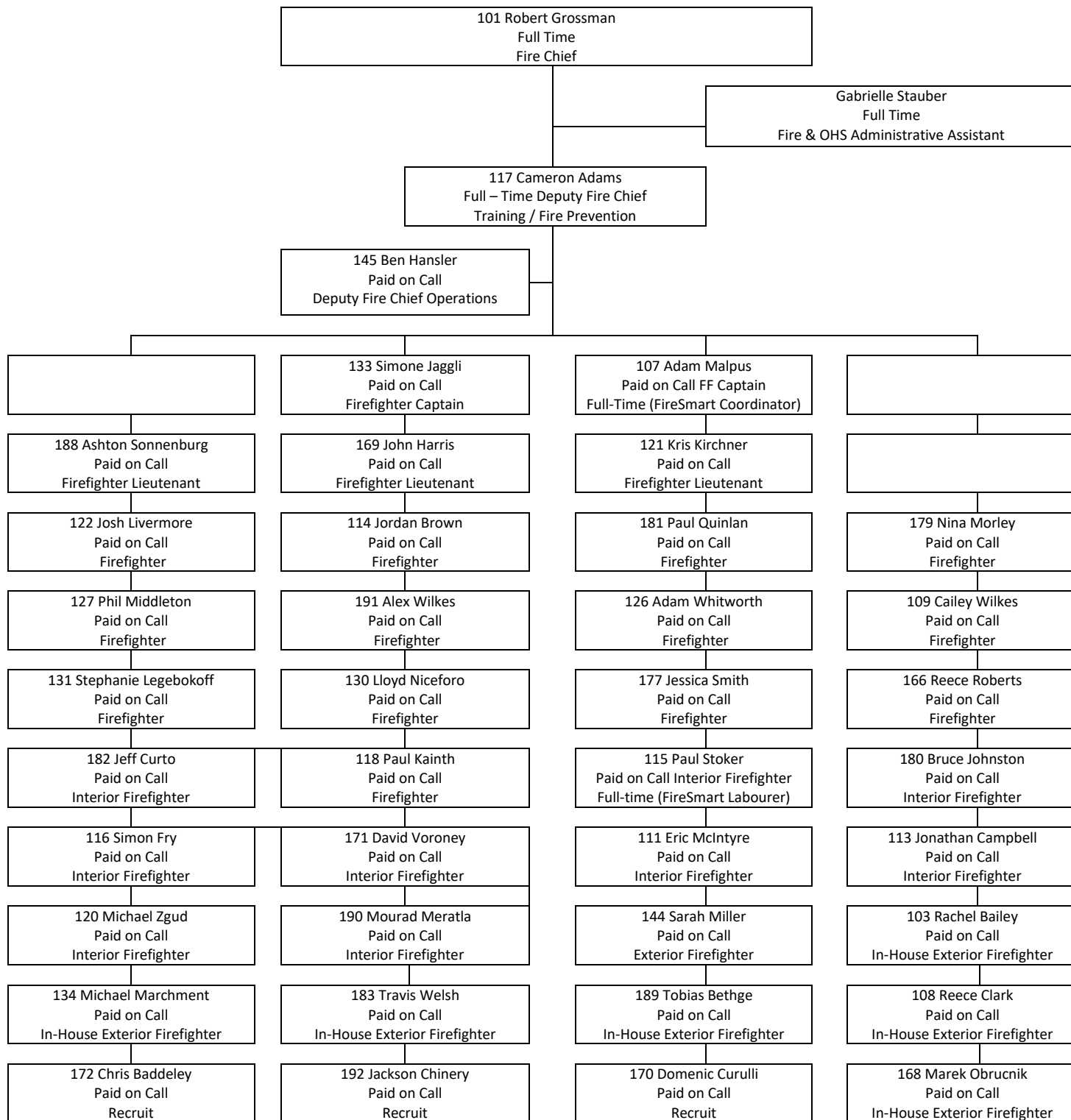
The following retirements took place in 2021:

William Johnson - 4 years of Fire Service
Austin Small
James Jones

New Recruits

Each September, Pemberton Fire Rescue issues an annual call for recruits. As of November 2021, five (5) new recruits were accepted into the Department.

Organizational Structure Pemberton Fire Rescue Department 2021



2021 PEMBERTON FIRE RESCUE MEMBERS – YEARS OF SERVICE

Rank	Name	Years of Service	
Fire Chief	Robert Grossman	24	Years of Fire Service
Full – Time Deputy Chief Training/Fire Prevention	Cameron Adams	12	Years of Fire Service
Paid on Call Deputy Chief - Operations	Ben Hansler	19	Years of Fire Service
Paid on Call Captain	Adam Malpus	9	Years of Fire Service
Paid on Call Captain	Simone Jaggli	12	Years of Fire Service
Paid on Call Lieutenant	John Harris	10	Years of Fire Service
Paid on Call Lieutenant	Kris Kirchner	7	Years of Fire Service
Paid on Call Lieutenant	Ashton Sonnenburg	9	Years of Fire Service
Paid on Call Firefighter	Jordan Brown	8	Years of Fire Service
Paid on Call Firefighter	Nina Morley	6	Years of Fire Service
Paid on Call Firefighter	Josh Livermore	5	Years of Fire Service
Paid on Call Firefighter	Phillip Middleton	3	Years of Fire Service
Paid on Call Firefighter	Adam Whitworth	3	Years of Fire Service
Paid on Call Firefighter	Alex Wilkes	3	Years of Fire Service
Paid on Call Firefighter	Lloyd Niceforo	3	Years of Fire Service
Paid on Call Firefighter	Cailey Wilkes	3	Years of Fire Service
Paid on Call Firefighter	Paul Quinlan	9	Years of Fire Service
Paid on Call Firefighter	Paul Kainth	16	Years of Fire Service
Paid on Call Firefighter	Stephanie Legebokoff	1	Years of Fire Service
Paid on Call Firefighter	Reece Roberts	0.25	Years of Fire Service
Paid on Call Firefighter	Jessica Smith	0.25	Years of Fire Service
Paid on Call Interior Firefighter	Eric McIntyre	4	Years of Fire Service
Paid on Call Interior Firefighter	Jonathan Campbell	2	Years of Fire Service
Paid on Call Interior Firefighter	Jeff Curto	2	Years of Fire Service
Paid on Call Interior Firefighter	Simon Fry	2	Years of Fire Service
Paid on Call Interior Firefighter	Bruce Johnson	2	Years of Fire Service
Paid on Call Interior Firefighter	Mourad Meratla	2	Years of Fire Service
Paid on Call Interior Firefighter	Paul Stoker	2	Years of Fire Service
Paid on Call Interior Firefighter	David Voroney	2	Years of Fire Service
Paid on Call Interior Firefighter	Michael Zgud	2	Years of Fire Service
Paid on Call Exterior Firefighter	Sarah Miller	4	Years of Fire Service

Paid on Call In-House Exterior Firefighter	Tobias Bethge	1	Years of Fire Service
Paid on Call In-House Exterior Firefighter	Mike Marchment	1	Years of Fire Service
Paid on Call In-House Exterior Firefighter	Travis Welsh	1	Years of Fire Service
Paid on Call In-House Exterior Firefighter	Reece Clark	1	Years of Fire Service
Paid on Call In-House Exterior Firefighter	Marek Obrucnik	1	Years of Fire Service
Paid on Call In-House Exterior Firefighter	Rachel Bailey	1	Years of Fire Service
Paid on Call Recruit	Jackson Chinery	0.25	Years of Fire Service
Paid on Call Recruit	Domenic Curulli	0.25	Years of Fire Service
Paid on Call Recruit	Chris Baddeley	0.25	Years of Fire Service

Pemberton Fire Rescue has a total of 193.3 combined years of Fire Service.

FIRE DEPARTMENT APPARATUS

Pemberton Fire Rescue maintains a fleet of service vehicles which are noted in the photos below. Firefighting vehicles have a limited life span and will age out depending on the type of rescue vehicle. The Village has replaced several vehicles over time and has established in its budget and Five-Year Financial Plan a replacement program that includes setting aside funds to build reserves that will be in place when replacement of a vehicle is required.

The table below is from the Fire Underwriters Survey (FUS), which outlines Fire Apparatus required for an insurance grading to the community.

The next vehicles online for replacement are Engine 10 and Ladder truck (as per FUS requirements).

Typically, when a vehicle is retired it may be kept in the fleet and utilized as a reserve vehicle or may be offered to other community volunteer fire departments.

In 2016 Pemberton donated its 1983 GMC engine to the Meadows Volunteer Fire Department.

Fire Underwriters Survey

Service Schedule for Fire Apparatus for Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ⁵ and Rural Centres
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> <i>Reserve ²</i>	No Credit in Grading <i>or</i> <i>2nd Line Duty ²</i>
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> <i>Reserve ²</i>	No Credit in Grading <i>or</i> <i>2nd Line Duty ²</i>
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

1 All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)
2 Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable, and apparatus successfully passes required testing.
3 Major Cities are defined as an incorporated or unincorporated community that has: <ul style="list-style-type: none"> • a populated area (or multiple areas) with a density of at least 400 people per square kilometre; AND • a total population of 100,000 or greater.
4 Medium Communities are defined as an incorporated or unincorporated community that has: <ul style="list-style-type: none"> • a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR • a total population of 1,000 or greater.
5 Small Communities are defined as an incorporated or unincorporated community that has: <ul style="list-style-type: none"> • no populated areas with densities that exceed 200 people per square kilometre; AND • does not have a total population in excess of 1,000.

The Village of Pemberton requires a Frontline Engine of 15 Years or newer and a Frontline Ladder Truck. The need for a Frontline Ladder Truck is a requirement set out by FUS as the Village of Pemberton has more than three buildings that are 3 stories high.

The table below shows the age and status of the current Pemberton Fire Rescue Apparatus:

Identifier	Manufacturer	Year	Age	Frontline	2nd Line Duty	No Credit or Reserve	No Credit or Reserve
				0 - 15 Years	16 - 20 Years	20 - 25 Years	26-29 years
Engine 1	Spartan Metro Star X	2017	5	X			
Engine 10	Hub Freightliner	1996	26				X
Ladder 1	Spartan Gladiator Ladder Truck 75'	1999	23			X	
E11	Ford F 555 4x4 Crew Cab C.A.F. Unit	2006	16	Not Classified. Does not meet Engine requirements. Meet requirements of Wildland Wildfire Apparatus			
R1	Ford F 555 4x4 Crew Cab Rescue Truck	2011	11	Not Classified. Does not meet Engine requirements. Meets requirements for Motor Vehicle Incidents			

Duty Truck



Engine 1 2017 Spartan Metro Star X Front-Line Engine



Specifications

Chassis

Spartan Metro Star X, MFD 10 inch raised roof

47,000 LB GVWR; 20,000 LB Front / 27,000 LB Rear

Diesel Engine, Cummins ISL9 450 HP EPA 2013 Automatic Transmission, Allison 3000 EVS

Pump

Hale Mid-ship DSD 15001500 USGPM (5678 LPM) (1250 IGPM) at 150 PSI

Foam System Foam Pro 2001 Class A

Tank

975 IG (1110 USG) Poly Tank 25 IG (30 USG) Single Integral Foam Tank

Ladder 1 1999 Spartan Gladiator 75'Ladder Truck Frontline Ladder



Specifications

Chassis

Spartan Gladiator
Anderson Built Smeal Ladder Truck
52,000 LB GVWR
Diesel Engine, Detroit Series 60 475 HP Automatic Transmission, Allison

Pump

Hale Mid-ship QSMG175-23S Pump 1500 IGPM at 150 PSI
Hale Foam Series Pump Class A and Class B

Tank

175 IG Poly Tank 25 IG (30 USG) Single Integral Foam Tank

Engine 10 1996 Hub Freightliner 2nd line Pumper



Specifications

Chassis

Freightliner FL 80
34,700 LB GVWR; 12,000 LB Front / 22,700 LB Rear
Diesel Engine, Cummins 275 HP Automatic Transmission, Allison

Pump

Hale Mid-ship Pump 1050 IGPM at 150 PSI
Pro / portioner Foam Injection System Class A

Tank

975 IG (1110 USG) Steel Tank 25 IG (30 USG) Single Integral Foam Tank

Engine 11 2006 Ford F550 4 X 4 Crew Cab, Wildland Fire unit (C.A.F.S)



Specifications

Chassis

Ford F550 4 X 4 Crew Cab 4 passenger

Pump

Waterous 250 IGPM at 150 PSI
Waterous Foam Injection System Class A with Air

Tank

250 IG Poly Tank Foam is supplied by pails with suction hoses

Rescue 1 2011 Ford F550 4 X 4 Crew Cab Rescue Truck



Specifications

Chassis

Ford F550 4 X 4 Crew Cab 4 passenger

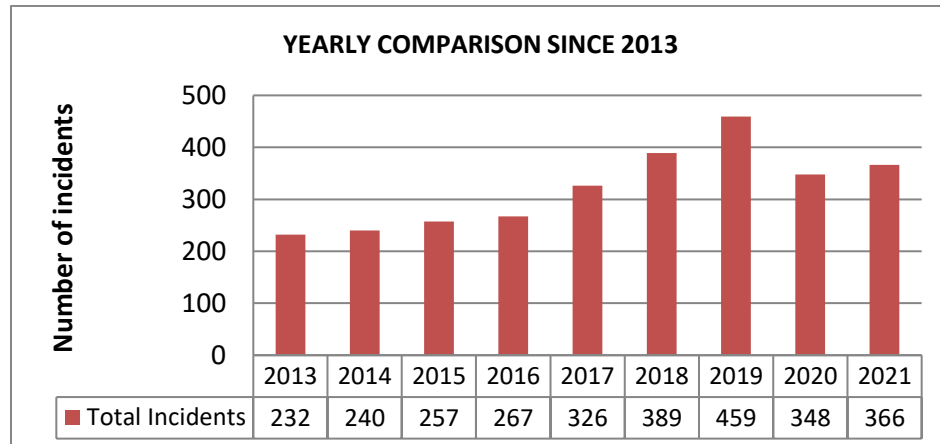
2009 Interstate Cargo Utility Trailer

used for Hazmat, Forestry, and miscellaneous incidents.

EMERGENCY RESPONSE ACTIVITIES 2021

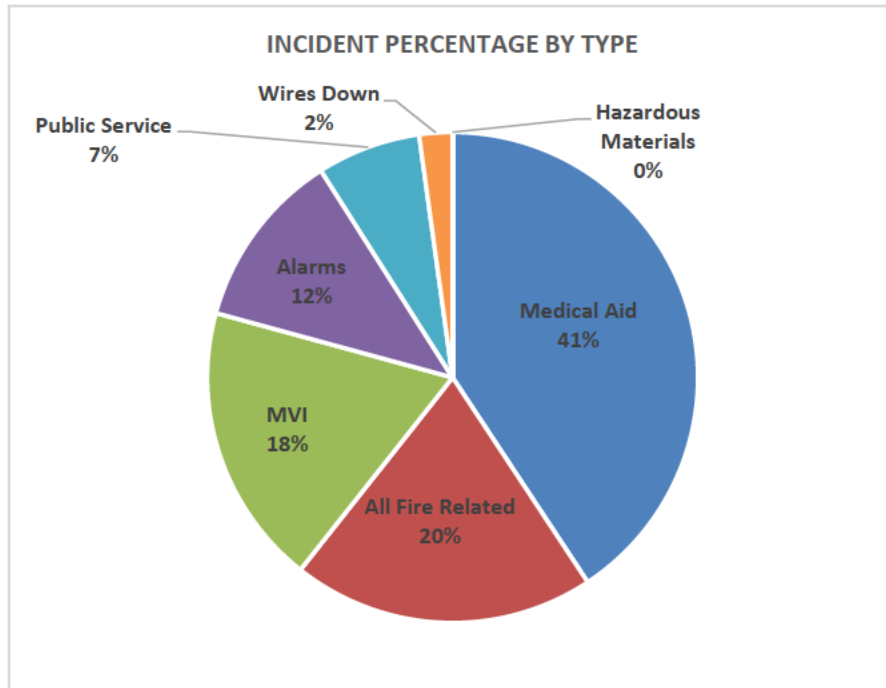
Below are statistics related to emergency response activities undertaken and facilitated by Pemberton Fire Rescue in 2021. This information is also provided in the quarterly reports presented to Council throughout the year.

Pemberton Fire Rescue attended to 366 incidents in 2021.



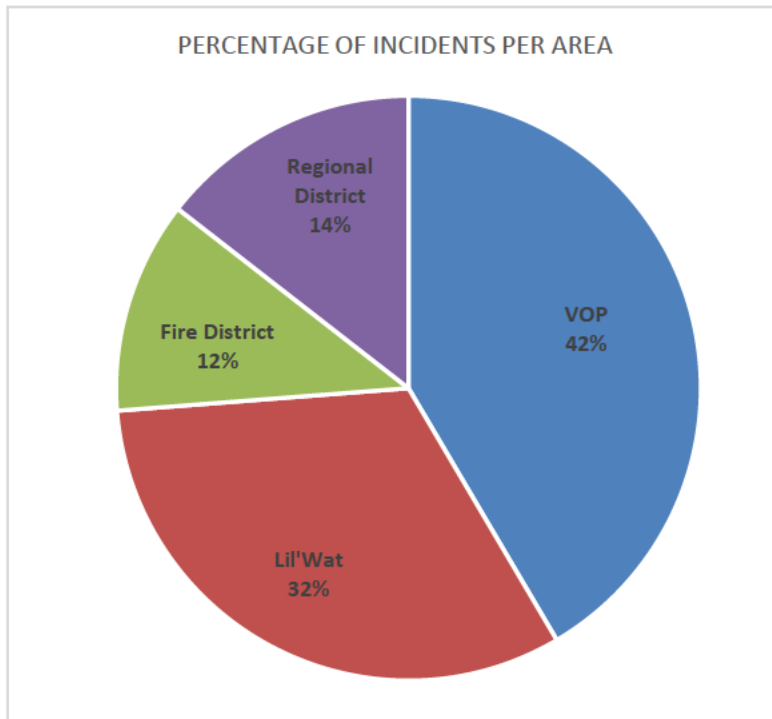
Incidents by Type and Percentage

Totals	366	100%
Medical Aid	149	41%
MVI	68	18%
All Fires	73	20%
Alarms	43	12%
Wires Down	8	2%
Public Service	25	7%
Hazmat	0	0%

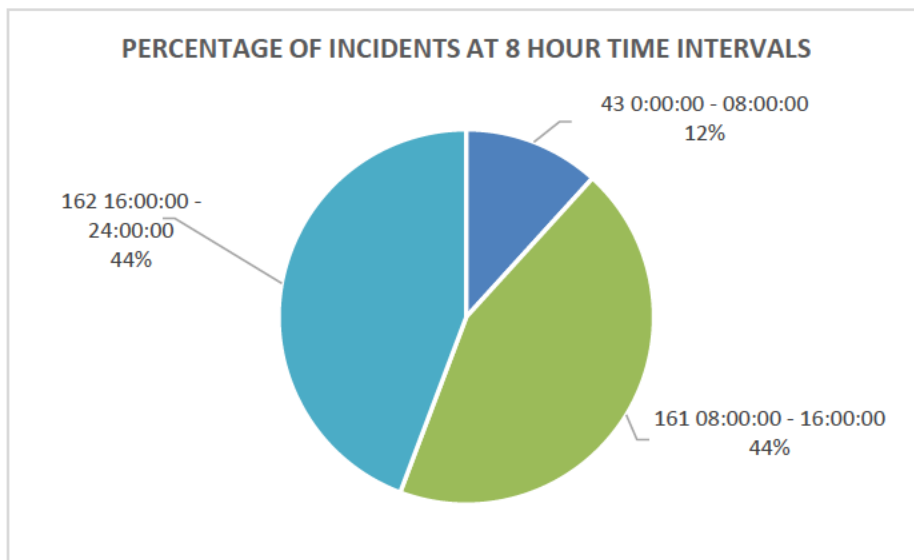


Calls by Type by Location

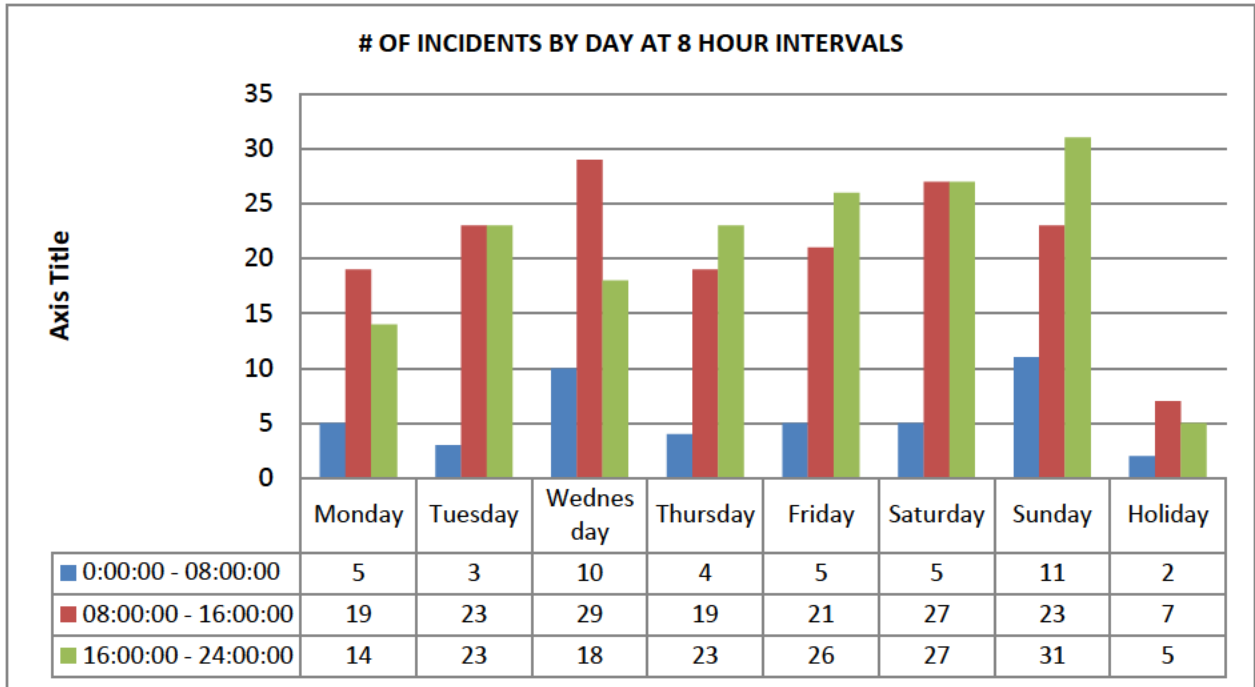
	Village Boundaries	Li'l'wat	Fire District	Regional District
Medical Aid	47	73	21	8
MVI	26	6	1	35
Alarms	28	9	4	2
All Fire Related Calls	33	24	8	8
Wires Down	1	5	2	0
Public Service	17	1	7	0
Hazmat	0	0	0	0
Totals	152	118	43	53
Percentage of Calls by Location	42%	32%	12%	14%



Below is a chart showing percentage of Incidents in a 24-hour period broken into 8-hour increments.



The chart shows how many incidents occur in an eight-hour time segment and on which days the highest number of incidents occur.



VILLAGE OF PEMBERTON

BYLAW No. 922, 2022

**Water Treatment Facility
Loan Authorization Bylaw**

Being a By-law to authorize the borrowing for the cost to build a new Water Treatment Facility.

WHEREAS it is deemed necessary to build a new Water Treatment Facility to service the Village of Pemberton;

AND WHEREAS the estimated cost to construct a new water treatment facility is the sum of \$8,200,000 of which \$1,690,000 is the amount of debt created by this bylaw;

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

1. The Council is hereby empowered and authorized to provide, operate and maintain, and to undertake and carry out, or cause to be carried out construction of a new water treatment plan in accordance with the established budget for the project and to do all things necessary in connection therewith for the benefit of the properties with the Village of Pemberton and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,690,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
3. This bylaw may be cited as "Water Treatment Facility Loan Authorization Bylaw No. 922, 2022".

READ A FIRST TIME this 15th day of February, 2022.

READ A SECOND TIME this 15th day of February, 2022.

READ A THIRD TIME this 15th day of February, 2022.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2022.

APPROVAL OF THE ELECTORS RECEIVED this _____ day of _____, 2022.

ADOPTED this _____ day of _____, 2022.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

OFFICE OF THE MAYOR



January 28, 2022

File No. 0400-60

Dear UBCM Member Municipalities,


I am reaching out to local governments in British Columbia to urge your support for Private Members Bill C-216, Health-Based Approach to the Substance Use Act, which has received first reading in the House of Commons.

The proposed Act would amend the Controlled Drugs and Substances Act and enact the Expungement of Certain Drug-related Convictions Act and the National Strategy on Substance Use Act. Under Bill C-216, the National Strategy proposes to:

- (a) address the harm associated with the criminalization of substance use;
- (b) ensure that interventions are founded on evidence-based best practices and address the root causes of problematic substance use;
- (c) ensure low-barrier access to a safe supply of medically regulated substances;
- (d) provide universal access to recovery, treatment and harm reduction services for problematic substance use and substance use disorder, including overdose prevention services, relapse prevention services and supervised consumption sites and services;
- (e) implement evidence-based prevention programs that address social and economic factors that contribute to problematic substance use; and
- (f) reduce the stigma associated with substance use, including through outreach and public awareness programs.

Cumberland Council has expressed its support for Bill C-216 to Prime Minister Trudeau and to the Minister of Health and Addictions Carolyn Bennett and I would encourage your Council or Board to do the same in an effort to finally secure Federal aid on decriminalization, safe supply and access to recovery, treatment and harm reduction services.

Yours sincerely,


Leslie Baird
Mayor

PO Box 340, 2673 Dunsmuir Avenue, Cumberland, B.C. V0R 1S0 Tel (250) 336-2291 Fax (250) 336-2321
mayor.baird@cumberland.ca cumberland.ca

Village of Pemberton
Regular Council Meeting No. 1555
Tuesday, February 15, 2022
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OFFICE OF THE MAYOR



January 28, 2022

File No. 0400-40

The Honourable Carolyn Bennett, P.C., M.P.
Minister of Health and Addictions
Carolyn.Bennett@parl.gc.ca

Dear Minister,

I am very pleased to be able to write to you in support of the Private Members Bill C-216, Health-based Approach to the Substance Use Act, which received first reading on December 15, 2021 and which is sponsored by Gord Johns, Member of Parliament for Courtenay-Alberni.

The Council of the Village of Cumberland endorses the National Strategy to address the harm associated with the criminalization of substance use and to ensure that interventions are founded on evidence-based best practices to address the root causes of problematic substance use.

In 2016, harm reduction was restored as a key pillar of Canada's drug strategy with the establishment of the Canadian Drug and Substances Strategy, however further measures are needed to protect the lives of Canadians. I trust that you will support Bill C-216 in order to provide federal aid on decriminalization, safe supply and access to recovery, treatment and harm reductions services.

Yours sincerely,

[REDACTED]
Leslie Baird
Mayor

OFFICE OF THE MAYOR



January 28, 2022

File No. 0400-40

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Justin.Trudeau@parl.gc.ca


Dear Prime Minister,

I am very pleased to be able to write to you in support of the Private Members Bill C-216, Health-based Approach to the Substance Use Act, which received first reading on December 15, 2021 and which is sponsored by Gord Johns, Member of Parliament for Courtenay-Alberni.

The Council of the Village of Cumberland endorses the National Strategy to address the harm associated with the criminalization of substance use and to ensure that interventions are founded on evidence-based best practices to address the root causes of problematic substance use.

In 2016, harm reduction was restored as a key pillar of Canada's drug strategy with the establishment of the Canadian Drug and Substances Strategy, however further measures are needed to protect the lives of Canadians. I trust that you will support Bill C-216 in order to provide federal aid on decriminalization, safe supply and access to recovery, treatment and harm reductions services.

Yours sincerely,


Leslie Baird
Mayor

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>
Sent: January 31, 2022 2:53 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Guiding Lights Across BC - Feb 22, 2022

Hello Mayor and Council,

I am following up on my previous email in January. On behalf of Girl Guides of Canada's British Columbia Council, I am writing to **ask for your support for girl empowerment in BC this February 22, by lighting up your building(s) with exterior lighting or interior window lights in the colour blue.** Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations. We currently have over 50 landmarks across the province lighting up blue!

Every year on February 22, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. We have Girl Guide programs in nearly every community in BC, and our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create *a better world, by girls*. Girls typically participate in annual Thinking Day activities held on/around February 22. Due to the continuing effects of COVID-19, our usual large gatherings, campfire singalongs, community events, special camps, and other activities are impacted, and so this year will again look different than usual.

For Thinking Day 2022, we will be celebrating in a way that is COVID-friendly, keeps our communities safe, and brings a smile to the faces of girls, families, volunteers, and the public: [Guiding Lights Across British Columbia](#). This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. participating locations and the Guiding Lights Poster can be found at: www.girlguides.ca/guidinglightsacrossbc

We will be mobilizing our members to admire these lit-up sites in ways that comply with COVID-19 rules (both from public health authorities and Girl Guides' own member safety protocols) in effect at that time, posting photos on social media, emailing our members with info about how to participate, and more. We are excited for this open-air opportunity that will enable everyone to safely celebrate.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight your participation as part of this province-wide event. Please contact us at bc-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2022, activity.

Thank you for your support for Guiding in BC!

Isabella Lee (She/Her) | BC Public Relations and Communications Adviser

BC Council, Girl Guides of Canada

bc-prcomm@girlguides.ca / (cell) 778-677-6452

I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and WSÁNEĆ Nations.



Everything she wants to be.



Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

February 1, 2022

Via email: mel.arnold@parl.gc.ca

Mel Arnold, Member of Parliament
North Okanagan-Shuswap
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Dear Mr. Arnold:

RE: BC Wildfires Petition-District of Lillooet

At their January 11, 2022 regular meeting, the Village of Chase Council considered correspondence from the District of Lillooet regarding the increasing risk and occurrences of wildfires, landslides and flooding in British Columbia.

In support of the 'Call to Action' petition and the District of Lillooet's motion, the following resolution was passed by Chase Council:

"THAT the Village of Chase send a letter to our Member of Parliament, Mel Arnold and copy our Member of the Legislative Assembly, Todd Stone, the Minister of Forests, Lands, Natural Resources Operations and Rural Development, the Minister of Public Safety and Solicitor General, the Premier of British Columbia (with copies to the District of Lillooet and all UBCM member local governments) requesting that our Provincial and Federal Governments provide better forest management and wildfire protection practices in British Columbia by reviewing and assessing the current policies and guidelines and inviting feedback from a wide variety of stakeholders, with the sincere intent to make meaningful changes to the forest management and wildfire protection practices in British Columbia to provide better protection for all of us from wildfires, landslides, and floods."

As we are all aware, the wildfires, landslides and floods that have ravaged so much of British Columbia over the past years will only continue to damage valuable forests, businesses, homes and take the lives of humans and animals, if no action is taken to lessen the effects of climate change in BC with particular attention to forest management and wildfire protection practices.

We respectfully request that you share this correspondence with the House of Commons, and that the Call to Action will be answered as quickly as possible.

Sincerely,
VILLAGE OF CHASE



Rod Crowe, Mayor

Cc: Todd Stone, MLA, Kamloops-South Thompson
District of Lillooet
All UBCM Member Local Governments



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION



MESSAGE FROM THE PRESIDENT

I wanted to reach out to all Lower Mainland Local Government Association Members to wish you a Happy New Year. As we look back at the challenges of 2021, this is a chance for us to reflect on the work undertaken by our organization and to look forward to the year ahead.

Firstly, I want to thank you for the work you have done over the last year to support your municipalities and regional districts in the face of the many unexpected challenges that 2021 threw at us. In addition to the ongoing pandemic and the uncertainty resulting from it, our region was hit hard with the heat dome event, with wildfires, and the unprecedented flooding and infrastructure impacts of the fall “atmospheric river” event. Our hearts go out to

everyone that has been affected and in particular our members in the Fraser Valley Regional District who are only beginning a long recovery. It has been a difficult year for everyone in leadership roles, but your colleagues across the Lower Mainland are here to support you and your community in any way we can.

Despite not being able to meet in person, the Lower Mainland LGA held a very successful virtual conference in May which included a somewhat modified but successful resolutions debate session with 30 resolutions passed by the membership. We were honoured to have Bob Joseph talking about the local government aspects of UNDRIP, had a challenging discussion about the role of cities in the opioid crisis, and looked forward to re-building tourism in the post-COVID era. We also held a well-attended CivX event in November, with registrants from across British Columbia. This partnership with CivicInfo BC has really hit its stride in bringing local government staff and leaders together to share and learn. Our Board also held a productive strategic planning session in September, using the feedback we received from our two main events to inform us on how to serve out members better.

The Lower Mainland LGA continued through 2021 to bring local governments together, from Hope to Bowen Island, from Pemberton to White Rock, and to advocate on critical issues facing all of our communities. We held advocacy meetings with several provincial Ministries during 2021, addressing the following topics raised by our members through resolutions:

Minister of Climate Environment and Climate Change Strategy, George Heyman:

- Help Cities Lead Initiative
- Illegal Dumping
- Provincial Circular Economy

Minister of Tourism, Arts, Culture and Sport, Melanie Mark:

- Support for Post COVID-19 Pandemic Tourism

Minister of Finance, Selina Robinson

- Review of the BC Assessment Appeal Framework and Process
- Fair Taxation from Railway Operations and Industrial Parks

We also partnered with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to host two sessions for our membership on Forest Policy Modernization.

Through representation at the UBCM board table we met with Premier Horgan and Minister Osborne, to discuss the gaps in emergency response services (E-Comm and Ambulance) made clear by the summer heat dome. We have also led productive discussions with Minister Osborne on local government accountability measures. As a Local Area Association, we had been discussing with Provincial and Federal representatives the importance of estuary-scale coordinated flood and land use planning for the Fraser River, even before the floods of this year made clear to everyone the vulnerability that our Fraser Valley Members had been advocating around.

We enter 2022 still uncertain about what lays ahead. We don't know what variants may have in store for us, or what the shape of the economic recovery will be. We also recognize many of you will be thinking about your roles as we enter a year of local government elections. One thing we are certain about is that we are stronger together. The Lower Mainland LGA will continue to be a strong voice for our region, and provide you opportunities to share with and learn from your colleagues. On that note, we are planning our annual Conference & AGM (in person!) in Whistler from May 4-6, with the working theme "Resilient Communities/Stronger Region". You will receive registration info soon as room blocks will open in mid-February.

Finally, I want to thank you for your leadership in your community and remind you that we are here to help you succeed and to amplify your voice.

Sincerely,

Councillor Laura Dupont, President





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You can [update your preferences](#) or [unsubscribe](#)





February 2, 2022

To whom it may concern,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for the current legal challenge against the discrimination of freedom of religion in Quebec's Bill 21 - An Act respecting the laicity of the State.

In July 2019, Victoria joined Brampton, Ontario in condemning Quebec's ban of religious symbols at work, and many Canadian municipalities to support the National Council of Canadian Muslims (NCCM), the World Sikh Organization of Canada (WSO) and the Canadian Civil Liberties Association (CCLA) in their legal challenge against Bill 21 in Quebec.

Since then, cities across Canada have been demonstrating leadership with the cities of Brampton and Toronto each pledging \$100,000 to support the legal challenges brought forward by the NCCM, WSO, and CCLA. The cities of Calgary, London, Mississauga and Winnipeg have opposed Bill 21 and are considering financial aid as well. Brampton's Mayor Patrick Brown has also issued an appeal to 100 Canadian Mayors to join the Brampton City Council in the fight against Quebec's Bill 21.

Victoria Council values the Charter of Rights and Freedoms; and believes we cannot allow the defense of the Charter and the foundational value of religious freedom to be on the backs of racialized communities against the Province of Quebec with unlimited legal resources. Additionally, a Supreme Court decision allowing the infringement of religious freedom would have negative consequences for Victorians and all Canadians.

Therefore, Victoria City Council has authorized funding of \$9500, based on a contribution of 10 cents per capita from the 2022 contingency, to the joint legal challenges of Bill 21 by National Council of Canadian Muslims (NCCM), the World Sikh Organization of Canada (WSO) and the Canadian Civil Liberties Association (CCLA).

.../2

"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

Please see the attached Appendix for a copy of the Council Member Motion which was approved on January 6, 2022 Council. We invite all those copied to share this letter with their members and to support the legal challenge.

Sincerely,



Lisa Helps
Victoria Mayor

Cc: Union of British Columbia Municipalities
Federation of Canadian Municipalities
Association of Vancouver Island and Coastal Communities
Capital Regional District
Members of Parliament that represent British Columbia
Members of the Legislative Assembly of British Columbia

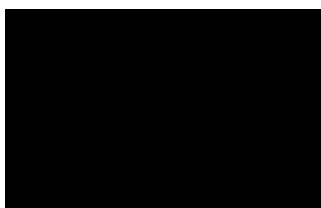
"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

RECOMMENDATIONS

Therefore Be It Resolved:

1. That the City of Victoria support the current legal challenge against the discrimination of freedom of religion in Quebec's Bill 21 - An Act respecting the laicity of the State; and
2. That the Council of the Corporation of the City of Victoria authorize funding of up to \$50,000 from the 2022 Contingency to the joint legal challenges of Bill 21 by National Council of Canadian Muslims (NCCM), the World Sikh Organization of Canada (WSO) and the Canadian Civil Liberties Association (CCLA), with staff identifying the appropriate funding source; and
3. That a copy of this Resolution be sent to:
 - a. the Union of British Columbia Municipalities, the Federation of Canadian Municipalities (FCM) and the Association of Vancouver Island and Coastal Communities requesting they share with all their members inviting municipal and local authorities to support the legal challenge; and
 - b. the Capital Regional District and all Members of Parliament-House of Commons that represent British Columbia, and all Members of the legislative assembly of British Columbia.

Respectfully submitted,



Sharmarke Dubow



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Mayor Jack Crompton, Lower Mainland LGA Past President

DATE: February 3, 2022

RE: 2022 CALL FOR NOMINATIONS FOR LOWER MAINLAND LGA EXECUTIVE

Please include the following information on your next meeting Council/Board agenda.

This circular is notice of the Lower Mainland LGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, April 1, 2022**. The election will take place at the Lower Mainland LGA AGM which will be held in person during the annual conference to be held from May 4-6, 2022, at the Westin Whistler Resort & Spa.

The Lower Mainland LGA is the collective voice for local government in the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects' directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the Lower Mainland LGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Directors at Large (3 positions)

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of a Lower Mainland LGA member. The candidate must also be nominated by two elected officials of a Lower Mainland LGA member.

Background information regarding the primary responsibilities and commitments of a Lower Mainland LGA Executive member is available upon request.

A nomination and consent form are attached and should be used for all nominations.

The Chair of the 2022 Nominating Committee is Mayor Jack Crompton, Lower Mainland LGA Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the Lower Mainland LGA Convention Newsletter, which is distributed via email before the conference. It is not the responsibility of the Lower Mainland LGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, the Lower Mainland LGA reserves the right not to include them in the newsletter.

To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:

sstory@lmlga.ca

**With subject line: Lower Mainland LGA Nomination Package – “applicant name”
Deadline: April 1, 2022**

5. FURTHER INFORMATION

All other inquiries should be directed to:

Shannon Story, Executive Director of the Lower Mainland LGA
at sstory@lmlga.ca
PO Box 729
Pemberton, BC V0N 2L0
604 698-5753

NOMINATIONS FOR THE 2022 LOWER MAINLAND LGA EXECUTIVE

We are qualified under the Lower Mainland LGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

Lower Mainland LGA Executive office nominated for: _____

Printed Name of nominator: _____ Printed Name of nominator: _____

Position: _____ Position: _____

Local Gov't: _____ Local Gov't: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the Lower Mainland LGA Constitution². I also agree to provide the following information to the Executive Director by April 1, 2022:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: ssstory@lmlga.ca
c/o Lower Mainland LGA, PO Box 729, Pemberton, BC V0N 2L0**



Patrick Weiler

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

February 3, 2022

Dear Friends & Neighbours,

This week, the Honourable Pablo Rodriguez, Minister of Canadian Heritage, **announced the launch of the Canada Performing Arts Workers Resilience Fund**. This new temporary funding program will provide \$60 million to help workers in the live performance sector. It will finance initiatives led and delivered by organizations in the sector to directly support independent and self-employed workers (gig workers) in the live performance sector.

The Canada Performing Arts Workers Resilience Fund will fund initiatives that:

- provide short-term financial assistance to those experiencing economic hardship and requiring emergency support; and/or
- provide workers with guidance, information, and professional development opportunities in areas such as financial management, mental health and well-being, and career transition.

This funding opportunity is available to eligible applicants such as artist unions, guilds, associations, service organizations, benevolent foundations, or Indigenous organizations that are mandated to represent the interests of cultural workers in live performance occupations, including musicians, actors, directors, choreographers, designers and technicians.

Organizations receiving funding will be responsible for designing their own initiatives, which may include enhancements to existing programs and activities, as well as new initiatives that align with the funding program's policy objective of directly supporting individuals. By working with organizations that support the live performance sector, the Government of Canada will leverage industry expertise and capacity to best address the specific needs of its cultural workers and maximize the number of people who will benefit. This will provide much-needed relief to our hard-working live performance artists and cultural workers until we can get together again and experience amazing live performances in communities across the country.

[For more information, please visit this webpage.](#) The application deadline is March 4, 2022.

If you have any questions about this program, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

Sincerely,



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

Constituency *Ottawa*
6367 Bruce Street Suite 282, Confederation Building
West Vancouver 229 Wellington Street, Ottawa Village of Pemberton
British Columbia V7W 2G5 Ontario K1A 0A6 Regular Council Meeting No. 1555
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620 Tuesday, February 15, 2022
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HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

February 3, 2022

Dear Friends & Neighbours,

Last week, the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities, launched a call for applications for new projects that will support public transit systems across Canada. **Applications to the (1): Zero Emission Transit Fund, the (2): Active Transportation Fund and the (3): Rural Transit Solutions Fund are now being accepted.**

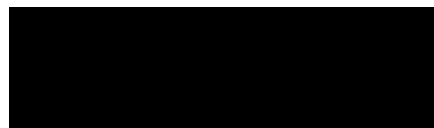
- (1) **The \$2.75 billion Zero Emission Transit Fund** is now accepting applications under the Planning and Capital streams. Eligible applicants can seek funding to help cover planning and capital costs related to shifting public transit systems to cleaner electrical power, including the purchase of zero emission buses and related infrastructure. This Fund is closely coordinated with the Canada Infrastructure Bank’s commitment to invest \$1.5 billion in zero emission buses as part of its three-year Growth Plan. [More information can be found here.](#)
- (2) **The \$400 million Active Transportation Fund** is now accepting applications from eligible applicants who wish to help build new and expanded networks of pathways, bike lanes, trails and pedestrian bridges. Funding is available for planning projects as well as capital projects. [More information can be found here.](#)
- (3) **The \$250 million Rural Transit Solutions Fund** is now accepting applications under the Capital Projects stream. Eligible applicants can seek funding contributions to help cover capital costs like the purchase of vehicles or digital platforms, as well as to support zero emission transit solutions such as the purchase of zero emission vehicles. The Rural Transit Solutions Fund is the first federal fund to target the development of transit solutions in rural, remote, and Indigenous communities. [More information can be found here.](#)

Finally, please [visit our new one-stop-shop for information and resources dedicated to public transit funding.](#)

These funding opportunities are key to the Government’s commitment to ambitious climate action that keeps our environment and our economy healthy. In Canada, the transportation sector, which includes passenger cars and buses, accounts for 25% of greenhouse gas emissions. Good transit is key to any plan to keep air clean and build strong communities. Tackling climate change and reaching net-zero by 2050 requires strong action by all orders of government and that is exactly what the Government of Canada will continue working with partners to deliver.

If you have any questions about these programs, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

Sincerely,



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



Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

February 8, 2022

Dear Friends & Neighbours,

Whether it's rebuilding from the COVID-19 pandemic or driving the clean economy of the future, workers will always be at the heart of Canada's success. By supporting Canadian workers in gaining the skills they need for in-demand jobs we not only help employers in key sectors fill critical shortages, we set the entire economy up to thrive.

That is why the Minister of Employment, Workforce Development and Disability Inclusion, Carla Qualtrough, recently launched a call for proposals for projects through the Sectoral Workforce Solutions Program (SWSP) that will help connect thousands of Canadians with the training they need to access good jobs in in-demand sectors.

First announced in Budget 2021, the SWSP builds on the success of the Sectoral Initiatives Program, with an expanded scope for large-scale projects that offer a broader range of supports to train workers and help employers, especially from small and medium-sized businesses, develop practical and effective solutions.

Priority will be placed on projects that support underrepresented groups, including women, persons with disabilities, Indigenous people, racialized Canadians, newcomers, and LGBTQ2 Canadians, and will also promote a diverse and inclusive workforce.

Projects will be funded under three priority areas:

- **Building talent for the clean economy:** to support workforce development needs in sectors that contribute to the low carbon economy, protect the environment, oceanic or aquatic ecosystems, and/or manage natural resources.
- **Supporting demand-driven solutions for sectors hardest hit by the pandemic and those key to recovery:** to support activities that can be launched quickly to address the changing labour supply, skills and employment needs of workers and employers hardest hit by the pandemic.
- **Investing in the health care sector:** to address the challenges faced by in-demand health care occupations, including skills and labour shortages, labour mobility, workforce mental health needs and integration of internationally trained health care professionals.

Constituency Ottawa

6367 Bruce Street Suite 282, Confederation Building
West Vancouver 229 Wellington Street, Ottawa

British Columbia V7W 2G5 Ontario K1A 0A6

Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton

Regular Council Meeting No. 1555

Tuesday, February 15, 2022

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Under the call for proposals, successful projects will include at least one of the following eligible activities:

- **Training and reskilling** to help workers gain skills for the changing needs of industries, including helping workers seize opportunities for in-demand jobs in growing sectors;
- **Providing solutions for employers** to develop a skilled and resilient workforce and workplace;
- **Offering creative solutions** to develop and implement new ways of addressing labour market issues in key sectors and/or occupations; and
- **Establishing sector-wide standards and tools** to help all stakeholders identify and address specific skills, needs and trends.

[For more information and to apply, please visit this webpage.](#)

The application deadline is March 18, 2022 at 12:00 pm PST.

If you have any questions about this program, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

Sincerely,



Patrick Weiler, MP

West Vancouver-Sunshine Coast-Sea to Sky Country



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

February 10, 2022

Dear Friends & Neighbours,

This week, the Honourable Marc Len, Minister for Women and Gender Equality and Youth, announced a **new multi-stream open call for proposals (CFP) under the Canada Service Corps (CSC)** that will build on the past success of the CSC program by expanding its scope and engaging even more young Canadians from coast to coast to coast.

This CFP prioritizes the participation of organizations that focus on and are represented by Indigenous and under-served populations. It will target themes that are important to young people including reconciliation, building an inclusive Canada, preserving the environment and strengthening resilience, while building a culture of service that empowers young Canadians to make a positive impact in their community.

The four available streams include:

- National Service Placements
- Regional Service Placements
- Micro-grants
- Micro-grants Diversity

[For more information and to apply, please visit the Canada Service Corps website.](#)

The application deadline is March 22, 2022 at 12:00 pm PST.

I also encourage you to [see this page for a full backgrounder](#) on the CSP. If you have any questions about this program, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

Sincerely,



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

Constituency Ottawa

6367 Bruce Street West Vancouver British Columbia V7W 2G5 Tel.: 604-913-2660 Fax.: 604-913-2664	Suite 282, Confederation Building 229 Wellington Street, Ottawa Ontario K1A 0A6 Tel.: 613-947-4617 Fax.: 613-847-4620	Village of Pemberton Regular Council Meeting No. 1555 Tuesday, February 15, 2022 214 of 215
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OPEN QUESTION PERIOD POLICY

THAT the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920
Held November 2, 1999*

*Amended by Council at Meeting No. 1405
Held September 15, 2015*