

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, April 26th, 2022, at 1:00pm in Council Chambers located at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 228.

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

Online participation is encouraged and instructions for the public to view the meeting remotely by ZOOM webinar can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/83016062115>

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the Agenda be approved as presented.	
3. ADOPTION OF MINUTES	
a) Committee of the Whole Meeting No. 227, Tuesday, April 5, 2022	2
Recommendation: THAT the minutes of the Committee of the Whole Meeting No. 227, held Tuesday, April 5, 2022, be approved as circulated.	
4. Electronic Meetings Review	5
Recommendation: THAT the Committee of the Whole recommends to Council that the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.	
5. Fees Waiver Policy for Eligible Developments	9
Recommendation: THAT the Committee of the Whole provides feedback on the draft Fee Waiver Policy for Eligible Developments.	
6. Canada Day 2022	14
Recommendation: THAT the Committee of the Whole provides input on the proposed restructuring of a Canada Day Event.	
7. ADJOURNMENT	

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES-**

Minutes for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, April 5, 2022 at 1:00pm in Council Chambers located at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 227.

ATTENDING: Mayor Mike Richman
Councillor Ted Craddock
Councillor Leah Noble
Councillor Amica Antonelli
Councillor Ryan Zant

STAFF: Sheena Fraser, Acting Chief Administrative Officer
Thomas Sikora, Manager of Finance
Tom Csima, Manager of Operations and Projects
Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services

PUBLIC: 0

MEDIA: 1

A recording of the meeting was made available to the public & media.

1. CALL TO ORDER

At 1:02pm Mayor Richman called the April 5, 2022, Committee of Whole meeting to order.

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

2. APPROVAL OF AGENDA

Moved/Seconded
THAT the agenda be approved as presented.
CARRIED

3. ADOPTION OF MINUTES

a) Committee of the Whole Meeting No. 226, Tuesday, March 8, 2022

Moved/Seconded
THAT the minutes of the Committee of the Whole Meeting No. 226, held Tuesday, March 8, 2022, be approved as circulated.
CARRIED

4. Budget Session #4 - 2022 Budget with Tax Implications and Five Year Financial Plan

Thomas Sikora, Manager of Finance, presented the five-year consolidated budget. Mr. Sikora emphasized that the budget represents a snapshot and that the implications of inflation are difficult to forecast. Mr. Sikora advised that, given the current economic climate, it may be prudent to increase the assumption of inflation, currently shown at 2%, for the next year or two.

Discussion focused on the potential impacts of assumptions regarding future inflation rates and on the future costs of police services when Village population reaches the threshold population of 5,000. Councillors asked for a high-level forecast of when the population will reach 5,000, and an estimate of policing costs when this occurs.

Moved/Seconded

THAT the Committee of the Whole supports increasing the inflation rate assumption from 2% to 3% for 2023 and 2024.

CARRIED

Moved/Seconded

THAT the Committee of the Whole supports consideration of a future increase in non-statutory reserves for future policing costs.

CARRIED

At 1:31pm Tom Csima joined the meeting.

Mr. Sikora next reviewed the capital expenditures shown in Appendix B of the report, focusing on the years 2023 through 2026. Mr. Sikora noted that the Committee has reviewed capital expenditures at past meetings and there are no significant changes to discuss.

Discussion focused on EV chargers, and the need to provide these as grant funding becomes available; the cost of replacing the boardwalk; and ensuring that sufficient funds are being directed to reserves.

Acting CAO Fraser noted that, should there be no delays in receiving the necessary financial information including audit review and year-end adjustments, the financial bylaws will be presented to Council for first, second, and third readings on April 26th and for adoption at a special meeting planned for April 28th. Should delays affect this schedule, the bylaws will be presented for first, second, and third readings at a special meeting on May 10th and adoption at a special meeting on May 12th.

At 2:04pm Mr. Csima left the meeting.

At 2:06pm Mr. Sikora left the meeting.

5. Electoral Boundary Review – Discussion

The Committee had no comments to submit to the Electoral Boundaries Review Commission.

5. ADJOURNMENT

Moved/Seconded

THAT the April 5, 2022, Committee of Whole meeting be adjourned at 2:09pm.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services

Subject: Electronic Meetings Review

PURPOSE

The purpose of this report is to present to Council a review of electronic and hybrid meetings held over the past six months for consideration of developing a policy to guide the future use of these meeting formats.

BACKGROUND

At Regular Council Meeting No. 1545, held September 21, 2021, Council considered the new electronic meetings rules to come into effect on September 29, 2021, under *Bill 10, Municipal Affairs Statutes Amendments Act*, that would provide permanent authority to municipalities to conduct regular and committee meetings electronically, and passed the following resolution:

Moved/Seconded

THAT Staff be directed to prepare a draft procedure bylaw in which council and staff may attend unlimited number of meetings by electronic means; and that upon adoption the new procedures bylaw be brought back for review in six months.

CARRIED

Subsequently, [Council Procedure Amendment \(Electronic Meetings\) Bylaw No. 909, 2021](#), was adopted at Special Council Meeting No. 1548, held October 21, 2021. Reflecting Council's decision to postpone establishing detailed procedures regarding electronic and hybrid meeting formats until the new formats have been more thoroughly tested, the bylaw establishes no requirements beyond the legislated requirements of public notice of the meeting format and establishment of the conditions under which a meeting may be held by electronic means. The bylaw sets out that regular council, special council, and committee meetings may be held by electronic or other communication facilities if the Mayor deems it advisable, or if it is necessitated by a health, safety, or environmental emergency or urgent Village business, and removes the restriction that previously limited the number of meetings a councillor could attend by electronic means to four (4) in a calendar year.

In anticipation of municipalities seeking guidance regarding the implementation of the electronic meeting regulations of Bill 10, the Province released a document to assist elected and appointed officials in developing a framework for use of electronic meeting formats, titled [Guidance for Adapting to the New Electronic Meetings Framework](#). In this document, the Province recommends that municipalities consider establishing a policy to guide the use of electronic meeting formats, including in the policy details of electronic meeting procedures that do not form part of the bylaw.

Discussion took place at Committee of the Whole Meeting No. 218, held on September 21st, regarding the possibility of setting out in the bylaw or in a policy, attendance requirements that would establish that councillors must attend a minimum number of meetings in person. It was decided, however, not to set limits on electronic meeting attendance at this time but to reconsider establishing such a policy in the future.

DISCUSSION & COMMENTS

At the time of adoption of Bylaw No. 909, 2021, there was an expectation that future meetings would be held primarily in person with some councillors, staff, delegations, and members of the public attending remotely, depending on individual circumstances. Staff and Council expected the six months following adoption of the amendment bylaw to provide sufficient information to permit Council to determine the elements that should be included in a policy guiding meeting formats. However, in late December the arrival of the Omicron variant of COVID-19 interrupted the resumption of in-person meetings. As such, a review of meetings held over the past six months provides only limited information to guide development of an electronic meetings policy.

The meetings held on April 5th represent the first test of the hybrid meeting format using the new camera system installed in Council Chambers. All councillors, staff, and one delegation attended and presented reports in person, and two delegations presented from a remote location via Zoom webinar. The meeting was attended by two members of the public in person and another six joined by Zoom. While the system functioned as well as expected, staff are seeking ways to enhance the experience for those participating in person, as the current room layout does not permit those seated in the gallery to view the wall-mounted monitors.

Table 1 lists council and committee meetings by meeting format since the adoption of Bylaw No. 909, 2021 and notes the number of members attending electronically at each meeting. Of the 18 meetings held since October 21, 2021, eight have been held in person with some participants attending by electronic means (“hybrid” format). Electronic attendance has ranged from one to three councillors at each meeting, except for the April 5th meetings, which saw all councillors attending in person.

Table 1. Councillor attendance at council and council committee meetings since October 21, 2021

Date	Meeting No.	Format	Electronic Attendance
November 2, 2021	Regular Council Meeting No. 1549	Hybrid	2
November 2, 2021	Committee of the Whole Meeting No. 220	Hybrid	3
November 16, 2021	Regular Council Meeting No. 1550	Hybrid	1
December 7, 2021	Regular Council Meeting No. 1551	Hybrid	2
December 7, 2021	Committee of the Whole Meeting No. 221	Hybrid	2
December 17, 2021	Special Council Meeting No. 1552	Hybrid	3
January 18, 2022	Regular Council Meeting No. 1553	Electronic	All
January 18, 2022	Committee of the Whole Meeting No. 222	Electronic	All
February 1, 2022	Regular Council Meeting No. 1554	Electronic	All
February 1, 2022	Committee of the Whole Meeting No. 223	Electronic	All
February 15, 2022	Regular Council Meeting No. 1555	Electronic	All
February 22, 2022	Committee of the Whole Meeting No. 224	Electronic	All
March 1, 2022	Special Council Meeting No. 1556	Electronic	All

Date	Meeting No.	Format	Electronic Attendance
March 1, 2022	Committee of the Whole Meeting No. 225	Electronic	All
March 8, 2022	Regular Council Meeting No. 1557	Electronic	All
March 8, 2022	Committee of the Whole Meeting No. 226	Electronic	All
April 5, 2022	Regular Council Meeting No. 1558	Hybrid	0
April 5, 2022	Committee of the Whole Meeting No. 227	Hybrid	0

The Committee may prefer to defer discussion of electronic and hybrid meeting formats a few months to allow time for Council and staff to evaluate the hybrid meeting experience. Alternatively, the Committee may determine to proceed with policy development now, setting minimum in-person attendance requirements and establishing other guidelines for electronic and hybrid meetings. If this is the desired approach, staff will draft a policy reflecting the Committee's direction for review at a future meeting.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

Preparation of this report falls within the regular duties of the Corporate & Legislative Services department and has no impact on the budget or staff hours.

INTERDEPARTMENTAL IMPACT & APPROVAL

Neither this report nor the establishment of an electronic meetings policy will have an impact on other departments.

COMMUNITY CLIMATE ACTION PLAN

This matter has no implications for the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Option 1: THAT the Committee of the Whole directs Staff to prepare, for review at a future meeting, a draft electronic meeting policy that sets out the following requirements:

- TBD by the Committee

Option 2: THAT the Committee of the Whole recommends to Council that the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.

RECOMMENDATIONS

Staff recommend **Option 2**:

THAT the Committee of the Whole recommends to Council that the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.

ATTACHMENTS:

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

Date: Tuesday, 26 April 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Scott McRae, Manager of Development Services

Subject: Fee Waiver Policy for Eligible Developments

PURPOSE

The purpose of this report is to seek input from the Committee of the Whole on a Fee Waiver Policy for Eligible Developments, attached as **Appendix A**. This policy establishes eligibility criteria and clearly outlines a procedure for Village staff to follow when the proponent of an eligible development requests a fee waiver.

BACKGROUND

In 2019 the Village adopted the Age-Friendly Affordable Housing Action Plan (the Plan) which established the vision of Pemberton as an *“inclusive and age-friendly community that has a full range of affordable housing types and tenures for current and future residents of all incomes, ages, lifestyles and abilities.”* The Plan established the following goals:

- Prioritize affordable housing;
- Encourage housing design to meet changing household needs and allow seniors to age-in-place;
- Focus on addressing housing needs for low to moderate income households; and,
- Foster collaborative partnerships to address housing issues and related social infrastructure.

One of the methods highlighted in the Plan is to use clear, consistently applied policies to express the Village’s commitment to affordable housing. Two of the action statements listed in the Age Friendly Affordable Housing Action Plan were to *“Consider measures to support and incentivize purpose-built rental housing”* and *“Explore the possibility of establishing an Affordable Housing Reserve Fund.”*

Earlier this year the Village amended the Fees and Charges Bylaw No. 905, 2021, to permit Council to, by resolution, waive, reduce, or refund development application, building, and service connection fees for eligible developments and to establish conditions and requirements that must be met by an applicant to obtain a waiver, reduction, or refund of fees. While the amendment provides high level conditions, a policy is needed to provide clearer guidance to staff and the public.

This policy does not apply to development cost charges (DCCs). A bylaw amendment to provide for DCC exemptions for affordable housing projects is in progress and is expected to be presented to council in the first half of 2022.

DISCUSSION & COMMENTS

Eligibility

The Fee Waiver Policy for Eligible Developments will primarily apply to affordable housing projects. However, it may also be applied to a project developed by a not-for-profit organization that will provide services supporting the well-being of the community, such as development of a new food bank or improvement of a community space.

The proposed eligibility criteria are intended to provide clear guidance to non-profit and for-profit developers on whether their project would be considered for fee waivers, reductions, or refunds. The eligibility criteria presented in this policy will align with the future amendment to the DCC bylaw that will permit DCC exemptions for affordable housing developments.

Procedure

The procedure section of the policy sets out the items and information to be included in an application for fee waiver or reduction. The rationale letter will provide most of the required information and will complement the information provided by the applicant as part of the development procedure or building permit application which must be received first. Once the request is deemed complete, Staff will consider the merits of the request and will evaluate how the proposed development aligns with the strategic priorities and objectives of Council. Requests that are technically complete but clearly not aligned with council priorities will be denied and will not proceed to Council review.

Since any fee waiver decision will have budgetary implications, the Finance Department will evaluate a budget impact assessment for each case to help Council understand the implications of waiving fees on a particular project.

Depending on the complexity of the application and Council meeting schedule, Staff review of a fee waiver request is expected to take two months or more from the date the request is received to the date of Council consideration. An organization requesting a fee waiver may choose to pay applicable fees when submitting their application to ensure the fee waiver application process does not affect the project timeline. To be eligible to apply for a fee waiver or reduction, an applicant for a for-profit project will need to have a housing agreement established by bylaw and registered on title before a fee waiver request will be considered. Thus, an applicant for a for-profit development will be required to pay applicable fees up front to move the application to the appropriate stage where a fee waiver could be contemplated.

COMMUNICATIONS

No communications considerations have been identified. If approved by Council, this Policy will be made available to the public on the village website.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations.

IMPACT ON BUDGET & STAFFING

As described previously, waiving fees related to development comes at a cost. Development Services staff time, normally recovered through development permit and application fees, can be a considerable cost. Similarly, building permit and service connection fees represent staff time and are usually recovered through fees. If these fees are waived, the costs associated with a project will not be recovered, potentially impacting department budgets, and affecting the Village's ability to provide services. Additionally, the surplus carried forward in recent years has been mainly due to building and development fees; so waiving fees for even a single large development will reduce the surplus and impact future budgets.

As noted above, an affordable housing reserve fund could be used to offset costs that are not recovered when fees are waived. Staff recommend that Council consider establishing such a fund, as this would provide the Village with the resources needed to waive development, building, and service fees without impacting departmental budgets.

INTERDEPARTMENTAL IMPACT & APPROVAL

Implementation of this policy will have impacts to the Finance Department as discussed above. Finance will review each application and contribute a budget impact assessment for Council's consideration.

Interdepartmental Approval by:	Thomas Sikora, Manager of Finance
--------------------------------	-----------------------------------

COMMUNITY CLIMATE ACTION PLAN

This policy is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This policy has minimal impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provides feedback on the draft Fee Waiver Policy for Eligible Developments.

ATTACHMENTS:

Appendix A: Village of Pemberton Fee Waiver Policy for Eligible Developments

Prepared by:	Scott McRae, Manager of Development Services
Acting CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Fee Waiver Policy for Eligible Developments

Department:	Finance	Policy No.:	FIN-xxx
	Development		
Sub-department:	Services	Created By:	Scott McRae
Approved By:		Amended By:	
Approved Date:		Amendment Date:	
Meeting No.:		Meeting No.:	

POLICY

The Village of Pemberton recognizes the value of organizations and groups that provide beneficial development, programs, and services to the Village. A fee waiver is a means for Council to support and incentivize developments within the community that further Council's strategic priorities and overall objective to enhance the community's quality of life.

POLICY PURPOSE

The purpose of this policy is to ensure that organizations applying for a fee waiver meet specific criteria; that the application process is consistent; and those eligible developments that are granted fee waivers align with the goals, policies and general operating principles of the Village.

Municipal revenues are limited. Therefore, a request for a fee waiver must be considered in concert with other needs of the Village. Fees that are collected to defray direct costs to the Village, such as fees collected for recovery of the cost of contracted services, will not be eligible for fee waiver.

Council must weigh forgone revenue in considering a fee waiver request. Council at its sole discretion may grant varying percentages of fee waivers up to 100% of the fees payable.

ELIGIBILITY CRITERIA

Eligibility for consideration of fee waivers shall be based on the potential community benefit of the project, as determined by Council. To be eligible for a fee waiver, an organization must meet the eligibility criteria outlined below. At Council's discretion, any of the following criteria may be waived:

- 1) The principal use meets Council's objectives and strategic priorities respecting affordable housing or other community needs;
- 2) the project complies with Village policies, plans, bylaws, and regulations (ie. business licencing, zoning, building, etc.); and
- 3) the project meets one of the following criteria:
 - a) if proposed by a not-for-profit organization, community service, or government agency, the development will provide:
 - i) affordable rental or supportive living dwelling unit(s); or
 - ii) services supporting the well-being of the community; or

- b) if proposed by a for-profit organization, the project is subject to a housing agreement established by bylaw and registered on title that has been agreed to with the Village of Pemberton, which specifically includes a prohibition on strata-titling for a period of not less than 10 years.

As housing agreements are typically completed in the later stages of the process, applicants for for-profit developments will be required to pay fees up front which will be refunded if Council grants a fee waiver.

PROCEDURE

- 1) Council will consider an application for fee waiver upon receiving a formal request from an organization that has applied for a development procedure or building permit.
- 2) Each application must include the following:
 - a) a detailed rationale letter including, as applicable:
 - i) a description of programs/services/benefits delivered on the subject lands/improvements including participant numbers, volunteer hours, fees charged for participation; and
 - ii) a description of benefits to the community including number of units, pricing of units, etc.;
 - b) a copy of financial statements for last three (3) years or most recent available financial statements for not-for-profit projects;
 - c) proof of British Columbia registered charity or non-profit Society, if applicable;
 - d) a copy of registered charity or non-profit Information return for previous year, as applicable; and
 - e) other information as requested.
- 4) The application will be reviewed for completeness by the Development Services Department.
- 5) Development Services staff will contact the applicant for additional information as necessary.
- 6) Development Services staff will prepare a report to Council with interdepartmental approval from the Finance Department which includes:
 - a) details of the eligible development, including eligibility category, number of housing units, or specifics on community services offered, as applicable;
 - b) a list of all fees that would normally be applicable to the eligible development;
 - c) any other pertinent financial details, including a sum of all fees that are under consideration for waiver; and
 - d) an impact analysis which describes any budget implications for the Village.
- 7) The Fee Waiver report will be presented to Council for their consideration.
- 8) A representative from the organization seeking a fee waiver must attend the council meeting at which the fee waiver is being considered.

Date: April 26, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Christine Burns, Manager of Recreation Services
Subject: Canada Day 2022

PURPOSE

The purpose of this report is to seek input from the Committee of the Whole on Canada Day 2022.

BACKGROUND

Many factors have impacted the ability of communities to offer large scale events such as Canada Day celebrations. Public health orders have restricted in-person gatherings since the onset of the COVID-19 pandemic in March of 2020. On May 27, 2021, the Tk'emlúps te Secwépemc First Nations announced that a survey of the grounds at the former Kamloops Indian Residential School had uncovered the remains of 215 children buried at the site, bringing into question whether a Canada Day celebration would be respectful of Indigenous peoples during their time of grief.

At Special Council Meeting No. 1541, held on June 29, 2021, Council considered how Canada Day activities could be conducted in a safe and respectful manner, and discussed canceling the celebration. Council decided to proceed with the planned activities, but to promote the event as an opportunity for outdoor family activities rather than a celebration.

On November 2, 2021, at Committee of the Whole Meeting No. 220, Recreation Staff presented to the Committee ideas for collaboration with Lil'wat Nation to plan activities and events, beginning with National Indigenous Peoples Day on June 21st, through to Canada Day on July 1st, with funding for the initiative being sought through an application to the National Heritage Grant program. Unfortunately, the Village was unsuccessful in the grant application and is now considering other options for Canada Day activities.

DISCUSSION & COMMENTS

Staff consider a return to status quo celebrations for Canada Day to be out of step with the Village's commitment to reconciliation. As such, Recreation Staff have been researching what other communities have planned. Staff have consulted with the neighbouring communities of Whistler, Squamish and Sechelt, have participated in a national conversation with cultural and diversity programmers through the Creative City Network of Canada (CCNC), and have learned that Canadian communities will not be returning to pre-pandemic Canada Day events. Topics discussed in consultations included:

- How to navigate new requirements.
- Health and Safety of staff and participants.
- Programming options and trends.
- Truth and Reconciliation.
- Out with the old and in with the new.

Neighbouring communities have indicated that they will be forging new paths for their Canada Day events moving forward.

As a result of this consultation, Staff have considered creating a new celebration for July 1st that would maintain some past events and highlight some new activities. We are suggesting that Canada Day be transformed into “Celebrate Pemberton” and that the community be invited to participate in family friendly events and activities.

COMMUNICATIONS

A communications plan will be developed in consultation with the Communications and Grants Coordinator.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

No budget has been allocated to fund this celebration. Staff will design activities with the involvement of other community organizations to minimize expenses. As planning for July 1st activities typically begins in the 4th quarter of previous year, Staff will reallocate programming time to prioritize this event.

INTERDEPARTMENTAL IMPACT & APPROVAL

Should support from another department be required as planning progresses, Recreation Services will consult with the manager of that department.

COMMUNITY CLIMATE ACTION PLAN

This initiative has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Staff has reached out to Whistler, Squamish and Sechelt to determine next steps in providing Canada Day events and activities and have determined that there will be no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provide input on the proposed restructuring of a Canada Day Event.

Prepared by:	Christine Burns, Manager of Recreation
Acting CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Committee of the Whole