

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, April 26, at 9:00am in Council Chambers located at 7400 Prospect Street and via electronic means by ZOOM webinar. This is Meeting No. 1559.

"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/83016062115>

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	
Recommendation: THAT the agenda be approved as presented.	
3. RISE WITH REPORT FROM IN CAMERA	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1558, Tuesday, April 5, 2022	5
Recommendation: THAT the minutes of Regular Council Meeting No. 1558, held Tuesday, April 5, 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) Development Services	
i. Major Development Permit Application No. 90 – Tenquille Building – 7454 Prospect Street	16
Recommendation 1: THAT Development Permit No. 90 include a variance to section 8.12 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to decrease the required number of off-street loading spaces from one (1) to zero (0).	
Recommendation 2: THAT Council authorizes Development Permit No. 90, with variances, for issuance to 1261451 BC Ltd (Fitzgerald Building Company) on Lot 10 Block 3, District Lot 202 & 203, Lillooet District, Plan 1624 (PID 011-506-652) subject to:	
• Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$7,962 to secure landscaping.	

b) Office of the Chief Administrative Officer	
i. Verbal Report	
Recommendation: THAT the Chief Administrative Officer’s verbal report be received.	
	33
ii. First Quarter Strategic Priorities Update	
Recommendation: THAT the Office of the CAO 2022 First Quarter Strategic Priorities Update be received for information.	
	33
iii. Housing Needs Reports Program funding application: Village of Pemberton Housing Needs Report Update	
Recommendation: THAT Council supports the Village of Pemberton’s application to the 2022 Housing Needs Reports Program, up to an amount of \$15,000, to fund the Village of Pemberton Housing Needs Report Update project.	
	47
c) Corporate & Legislative Services	
i. First Quarter Regular Council Meeting Outstanding Resolutions Update	
Recommendation: THAT the 2022 First Quarter Regular Council Meeting Outstanding Resolutions Update report be received for information.	
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ii. First Quarter Administration Update	
Recommendation: THAT the 2022 First Quarter Administration Update report be received for information.	
	54
d) Development Services	
i. First Quarter Report	
Recommendation: THAT the Development Services 2022 First Quarter Report be received for information.	
	57
e) Pemberton Fire Rescue	
i. First Quarter Report	
Recommendation: THAT the Pemberton Fire Rescue 2022 First Quarter Report be received for information.	
	65
ii. Community Wildfire Resiliency Plan Committee	
Recommendation: THAT Council appoints one Councillor to act as Council representative on the Community Wildfire Resiliency Plan Committee.	
	73

f) Recreation Services	
i. First Quarter Report	76
Recommendation: THAT the Recreation Services 2022 First Quarter Report be received for information.	
g) Operations	
i. First Quarter Report	84
Recommendation: THAT the Operations 2022 First Quarter Report be received for information.	
10. BYLAWS	
a) Bylaws for First, Second and Third Readings	
i. Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022	89
Recommendation: THAT Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022 receive first, second, and third readings.	
11. MAYOR'S Report	
12. COUNCILLORS' Reports	
13. CORRESPONDENCE	
a) Correspondence for Action	
i. Tania Chiasson, Pemberton resident, dated April 7, 2022, reiterating concerns regarding the lack of affordable housing in Pemberton.	99
Recommendation: THAT the correspondence from Ms. Chiasson be referred to Staff for response.	
ii. Emi Yoshihara, Whistler resident, dated April 10, 2022, requesting that the Village find solutions to end the transit strike.	101
Recommendation: THAT the correspondence from Ms. Yoshihara be referred to Staff for response.	
iii. Craig McConnell, Monte Vale Strata, dated April 12, 2022. Expressing concerns regarding parking and flood mitigation issues with respect to the affordable housing development proposed for Harrow Road.	103
Recommendation: THAT the correspondence from Monte Vale Strata be referred to Staff for response.	
iv. Sophie Rivers, Village resident, dated April 18, 2022, in opposition to the affordable housing development proposed for Harrow Road.	105
Recommendation: THAT the correspondence from Ms. Rivers be referred to Staff for response.	

b) Correspondence for Information

- i. **Paul Gregory, Senior Oceans Campaigner, Nature Canada, dated April 6, 2022, presenting a resolution in support of World Oceans Day 2022 and the advancement of ocean conservation in Canada.** 107
- ii. **Bonnie McCue, Corporate Officer, City of Fort St. John, dated April 7, 2022, presenting a resolution requesting that the Union of British Columbia Municipalities lobby the provincial government to amend the Child Care Licensing Regulation to accommodate extended hour child care to support shift workers and their families.** 109
- iii. **Terry Rysz, Mayor, District of Sicamous, dated April 7, 2022, addressed to BC Minister of Environment and Climate Change Strategy, requesting that the Ministry increase funding for the Invasive Mussel Defense Program and prioritize enforcement of watercraft inspections at the BC Provincial border.** 111

Recommendation: THAT the correspondence be received.

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

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18. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (a) personal information, (c) employee relations, (g) litigation or potential litigation, and (k) 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. RECESS REGULAR MEETING

20. RECONVENE REGULAR MEETING

21. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (a) personal information, (c) employee relations, (g) litigation or potential litigation, and (k) 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.

22. RISE WITH REPORT

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, April 5, 2022 at 2:00pm in Council Chambers located at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 1558.

IN ATTENDANCE:	Mayor Mike Richman Councillor Ted Craddock Councillor Leah Noble Councillor Amica Antonelli Councillor Ryan Zant
STAFF IN ATTENDANCE:	Sheena Fraser, Acting Chief Administrative Office Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services Tom Csima, Manager of Operations and Projects
DELEGATIONS:	Scott Kerr & Jaye-Jay Berggren, Sea to Sky Soils Shana Murray, Howe Sound Women's Centre Nicole Jean
PUBLIC:	8
MEDIA:	1

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

1. CALL TO ORDER

At 2:20pm 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

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.

At 2:20pm Council moved in camera.

3. RECESS REGULAR MEETING

At 4:20pm the Regular meeting was recessed.

4. RECONVENE REGULAR MEETING

At 5:31pm the Regular meeting was reconvened.

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

5. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

6. RISE WITH REPORT FROM IN CAMERA

New Airport Lease Template:

Moved/Seconded

THAT the new Airport Lease Agreement Template generally in the form as presented;

AND THAT Staff be directed to proceed with lease negotiations with PSC, Blackcomb Helicopters and Henry Holdings utilizing the new lease template, with such changes as are required in the circumstances.

CARRIED

Establishment of Airport Lease Application Fee and Deposit

Moved/Seconded

THAT Staff be directed to research and develop a fee structure for Airport Lease Applications that includes a deposit, in the amount of \$5,000, and bring back to a Committee of the Whole meeting for review.

CARRIED

Airport Snow and Ice Removal Policy

Moved/Seconded

THAT Staff be directed to develop an Airport Snow and Ice Removal Policy that is based on the January 23, 2007 Policy statement and the November, 2007 recommendations of the Pemberton Regional Airport Authority, with such changes as Staff recommend, and report back to Council;

THAT Staff be directed to amend the lease template to reference the Airport Snow and Ice Removal Policy only.

CARRIED

Airport Snow Clearing by Tenants

Moved/Seconded

THAT correspondence be sent to the Airport Leaseholders advising that the Village is agreeable to the lease holders arranging for regular winter snow clearing of the runway and taxiways at the airport at their own expense and subject to the following conditions being met:

- The tenant providing its own plow vehicle and proof of insurance acceptable to the Village covering such work;
- The tenant not commencing the snow clearing work until a NOTAM has been issued by the Village or the Landlord has advised a NOTAM is not required;
- The tenant agreeing to comply with all reasonable requirements of the Village and terms and conditions of an applicable NOTAM;
- The tenant agreeing to be fully responsible for all costs and any damage it causes in the snow clearing operations.

CARRIED

Airport Lease Rate Review

Moved/Seconded

THAT the current lease rate formula, which establishes the 2022 lease rate at \$2.12/sqm, and whereby airport lease rates increase by the BC Consumer Price Index each year, be maintained.

CARRIED

Moved/Seconded

THAT a fair market evaluation and comparison of airport lease rates be undertaken in 2023 in anticipation of the lease renewals that will be considered in 2025 and beyond;

AND THAT this initiative be included in the 2023 budget deliberations for consideration.

CARRIED

7. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1557, Tuesday, March 8, 2022

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1557, held Tuesday, March 8, 2022, be approved as circulated.

CARRIED

8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising.

9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

10. COMMITTEE MINUTES – FOR INFORMATION

11. DELEGATIONS

a) Scott Kerr, Sea to Sky Soils

Scott Kerr, Sea to Sky Soils, presented an update of recent activities and introduced their new major shareholder, Evergen. With expertise in waste management and natural gas generations, Evergen brings valuable resources to the organization.

Sea to Sky Soils benefits the community by providing compost to farmers and landscapers, diverting organic waste from the landfill, and contributing to the Lil'wat community through lease payments, wages, and employee benefits.

Since losing a major contract in 2021, Sea to Sky Soils has been working on establishing new relationships to ensure predictable volumes.

There was discussion regarding the challenge of removing plastic from the compost. Mr. Kerr replied that Sea to Sky Soils is implementing a conveyor system to facilitate manual removal of plastics and is working on educating residents on the importance of keeping all plastics, including those labelled as biodegradable, out of the organic waste stream.

In response to comments posted on the Community Forum Facebook page, Mr. Kerr explained that, at the request of the Ministry of Agriculture, Sea to Sky Soils accepted for composting a shipment of chicken carcasses from the Fraser Valley floods in late November. The large volume of decomposing chickens is the primary source of the unpleasant odour that has been noticed by residents. The odour will subside when the composting has finished.

In wrapping up, Mr. Kerr indicated that, if desired by Council, Sea to Sky Soils would be pleased to present annual updates in the future.

b) Nicole Jean – Rodenticide Concerns

Nicole Jean, Area C resident, explained that she first became aware of possible rodenticide poisonings of birds after finding dead hawks and hearing reports of similar sightings from neighbours. On inquiring of the BC Society for Prevention of Cruelty to Animals, Ms. Jean was informed that second generation anticoagulant

rodenticides were the likely culprit. Birds of prey are vulnerable because they eat rodents that have absorbed the poison, but other predators are at risk as well.

Ms. Jean initiated an information campaign in the neighbourhood to inform residents of the issue and to determine the extent of the problem. Ms. Jean took the step of presenting to Council today with the objectives of reaching a wider audience and gathering support for a local ban on anticoagulant rodenticides.

Bringing a report to Council on the issue remains on Staff's workplan.

c) Howe Sound Women's Society – Proclamation of April as Sexual Assault Awareness Month

Shana Murray, Community Programs Director, Howe Sound Women's Society, presented a request that Council proclaim April to be Sexual Assault Awareness month. Ms. Murray described the activities and events that have been planned to increase awareness of the issue.

Moved/Seconded

THAT April be proclaimed Sexual Assault Awareness Month.

CARRIED

12. STAFF REPORTS

b) Office of the Chief Administrative Officer

i. Verbal Report

There was no verbal report from the Chief Administrative Officer.

ii. Pitch-In Canada Week

Moved/Seconded

THAT Mayor and Council issue a proclamation declaring April 17-23, 2022 as Pitch-In Week across the Village of Pemberton;

AND THAT the Pitch-In Week initiatives set out in this report be endorsed.

CARRIED

b) Operations

ii. Water Conservation Plan

Moved/Seconded

THAT the Village of Pemberton Water Conservation Plan Technical Memorandum, dated February 14, 2022, be received;

AND THAT the Water Conservation Plan Technical Memorandum be posted on the Village of Pemberton webpage.

CARRIED

13. BYLAWS

a) Bylaws for First and Second Readings

i. Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 921, 2022.

Moved/Seconded

THAT Council gives First and Second Readings to Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022;

AND THAT Council waives the public hearing;

AND THAT Staff be directed to bring back the Bylaw to a future meeting once advertising obligations have been completed.

CARRIED

b) Bylaws for Adoption

i. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Fee Waivers) Bylaw No. 923, 2022

Moved/Seconded

THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Fee Waivers) Bylaw No. 923, 2022, be adopted.

CARRIED

11. Mayor's Report

Mayor Richman reported on the Pemberton Valley Utilities and Services Committee meeting held in March:

- The 2022 Recreation Services budget was approved.
- The general budget for 2022 shows a 3.6% increase that is absorbed by non-market change;
- The new transfer station site will include a free store and will provide bins for mattresses and drywall on rotation to accommodate the space for the store.

Mayor Richman attended the regular RCMP meeting with Acting CAO Fraser and RCMP representatives Inspector Dykstra and Corporal Langtry:

- The detachment is fully staffed with officers dedicated to and living in Pemberton;
- There was discussion regarding promoting a better relationship with local teens;
- A townhall meeting hosted by the RCMP was proposed;
- There is a commitment to a very positive culture of policing.

Mayor Richman met with Craig Dalton, the new Chief Administrative Officer for the Squamish-Lillooet Regional District, to discuss mutual interests and shared services and to continue building the relationship between the Village and the Regional District.

Mayor Richman attended the regular meeting with Vancouver Coastal Health.

Mayor Richman noted the following upcoming events and activities:

- The Pemberton and District Community Centre is conducting a Fitness Centre Survey. Complete the survey by Thursday, April 14, 2022 for your chance to win some great prizes.
- The Spelkúmtn Community Forest Virtual Public Information Session will be held on Thursday, April 21, 2022, 5:30 – 6:30pm. For more details, see the Village Calendar at pemberton.ca.
- Wildfire Community Preparedness Day will be held at the Village Barn on Saturday, May 7, 2022. This will also mark the end of Emergency Preparedness Week. Stay tuned for more details coming soon.
- We are holding a launch event for the Village's Community Climate Action Plan this Wednesday, April 6, 2022 at 6pm at the Pemberton and District Community Centre. The event will include a free screening of Switchback Entertainment's *Sam & Me - Lessons From a Life on Snow*.

12. Councillors' Reports

Councillor Craddock reported on the following meetings:

- Tourism Pemberton meeting:
 - Tourism Pemberton has received additional grant funding for the compostable toilet program and is seeking to place a solar powered toilet at the MacKenzie Basin parking area.

Moved/Seconded

THAT Staff be directed to determine the feasibility of the installation of a compostable toilet at the MacKenzie Basin parking area;

AND THAT if deemed advisable, Staff inform Tourism Pemberton that they may proceed with the project.

CARRIED

- Pemberton Valley Dyking District (PVDD) meeting:
 - Updates on sediment removal were provided;
 - Mounting gates on culvert stubs are being considered to permit control of water flow;
 - The PVDD is working with Sunstone to resolve issues with the settling pond;

- The PVDD is in the process of responding to correspondence received regarding the proposed Harrow Road affordable housing project;
- Budget:
 - 4.8% increase for 2022;
 - There is a modest surplus of \$100,000 and \$46,000 has been allocated to reserves.

Councillor Antonelli did not report.

Councillor Noble did not report.

13. CORRESPONDENCE

a) Correspondence for Action

- ii. **Tania Chiasson, Pemberton resident, dated March 8, 2022, expressing concerns regarding the high cost of housing in Pemberton and requesting that Council consider a decrease in annual property taxes for homeowners renting to long-term tenants and a cap on the amount of rent that a landlord is permitted to charge.**

Moved/Seconded

THAT Staff be directed to respond to Ms. Chiasson.

CARRIED

- iii. **Sharon Watson and Tyson Rivet, dated March 8, 2022, expressing concerns regarding the proposed Harrow Road affordable housing project.**

Moved/Seconded

THAT Staff be directed to respond to Ms. Watson and Mr. Rivet, advising of the approval process for the project, and assuring the correspondents that their comments will receive consideration when the application is reviewed.

CARRIED

- iv. **Dennis Perry, Airport Road property owner, expressing concerns regarding the non-farm use application to the Agricultural Land Commission for a proposed RV park at 1641 Airport Road.**

Moved/Seconded

THAT Staff be directed to respond to Mr. Perry, advising of the approval process for the project, noting that the Village has not given its approval of the proposal, and that comments received will be considered during the application review, should it proceed beyond the ALC application.

CARRIED

- v. **Bernie Ellingson, Village resident, dated March 18, 2022, expressing concerns regarding the 64-unit development proposed for the property located at 7340 Crabapple Court.**

Moved/Seconded

THAT Staff be directed to respond to Ms. Ellingson.

CARRIED

- vi. **Barry Sonnenfeld, Village resident, dated March 20, 2022, in opposition to the proposed RV park on Airport Road.**

Moved/Seconded

THAT Staff be directed to respond to Mr. Sonnenfeld, advising of the approval process for the project, noting that the Village has not given its approval of the proposal, and that comments received will be considered during the application review, should it proceed beyond the ALC application.

CARRIED

c) Correspondence for Information

- ii. **Laurey-Anne Roodenburg, President, Union of British Columbia Municipalities (UBCM), dated February 24, 2022, presenting the review by the UBCM Executive of the Village's 2021 resolution submitted to UBCM: Clarifying Criteria of MCFD New Spaces Fund for Childcare.**
- iii. **Laurey-Anne Roodenburg, President, Union of British Columbia Municipalities (UBCM), dated March 3, 2022, providing the Province's response to the Village's 2021 resolution submitted to UBCM: Funding Support to Manage Post COVID-19 Pandemic Tourism.**
- iv. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated March 4, 2022, announcing the launch of the Canada Digital Adoption Program (CDAP), to help Canadian small- and medium-sized businesses grow their online presence and upgrade or adopt digital technologies.**
- v. **Cathy Peters, anti-human trafficking educator, dated March 8, 2022, presenting the script of a presentation to the Federal Justice Committee on February 11, 2022.**
- vi. **Henry Braun, Mayor, City of Abbotsford, addressed to UBCM members, dated March 10, 2022, requesting resolutions of support for recovering municipal costs through Build Back Better Funding for critical infrastructure for inclusion at the upcoming Lower Mainland Local Government Association convention.**

- vii. **Darquise Desnoyers, BC Lyme Vice President, dated March 14, 2022, requesting that the Village Light Up Green and post information about Lyme on social media channels in support of BC Lyme Awareness Month.**
- viii. **Leonard Casley, Mayor, the Corporation of the Village of New Denver, dated March 14, 2022, requesting that the Village join New Denver in condemning the recent actions taken by Russia in its invasion and attacks on the sovereign nation of Ukraine.**
- ix. **Alisa Thompson, Corporate Administrator/Deputy CAO, City of Terrace, dated March 14, 2022, presenting a resolution submitted by the City of Terrace to the North Central Local Government Association, supporting the establishment of guidelines regarding the meaning of “public interest” with respect to pursuing charges for criminal offenses.**
- x. **Dean McKerracher, Mayor, District of Elkford, dated March 15, 2022, addressed to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, asking the Province to reconsider the milk container deposit - refund system to ensure that it is equitable for all residents of British Columbia.**
- xi. **Ken Beatty, Executive Director, British Columbia Craft Brewers Guild, Ian Tostenson, President and CEO, BC Restaurant and Food Services Association, Jeff Guignard, Executive Director, Alliance of Beverage Licences, and Mark von Schellwitz, Vice President, Western Canada, Restaurants Canada, dated March 16, 2022, presenting recommendations to municipalities to reduce the fees and administrative burden associated with public and private patio programs.**
- xii. **Anna Barford, Stand.earth, dated, March 24, 2022, introducing a resolution regarding acidic wastewater discharge to be presented at the Lower Mainland Local Government Association 2022 Conference and Annual General Meeting for consideration at the Union of British Columbia Municipalities 2022 Convention.**

Moved/Seconded

THAT the correspondence be received.

CARRIED

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

Barry Sonnenfeld, Village resident, requested clarification regarding the anticipated response time from the Agricultural Land Commission with respect to the non-farm use application for the property located at 1641 Airport Road, and asked what factors might influence the Village to consider the proposed RV park in a favourable light.

18. IN CAMERA

Moved/Seconded

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.

CARRIED

At 7:47pm Council moved in camera.

19. ADJOURNMENT

Moved/Seconded

THAT the Regular meeting be adjourned.

CARRIED

At 7:55pm the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Mark Barsevskis, RPP, MCIP, Consulting Planner

Subject: Major Development Permit Application No. 90 – Tenquille Building – 7454 Prospect Street

PURPOSE

The purpose of this report is to present to Council for consideration an application for a major development permit (DP Area No. 4 – Form and Character – Downtown Revitalization) received from the Fitzgerald Building Company to permit a mixed-use building on the subject property at 7454 Prospect Street. A proposed variance to permit zero (0) off-street commercial loading spaces is included.

BACKGROUND

On March 9, 2021, the Village received an application for a development permit from Tom Fitzgerald, owner of 1261451 BC Ltd (Fitzgerald Building Company), to permit development of a mixed-use building on the subject property at 7454 Prospect Street.

As per Village of Pemberton Zoning Bylaw No. 832, 2018, one (1) off-street commercial loading space is required for the proposed development. The applicant proposes to provide zero (0) off-street commercial loading space. Thus, a variance is required and is included for Council's consideration in this report.

The proposal does not meet the required minimum parking standard of 18 parking spaces as set out in Zoning Bylaw No. 832, 2018. The applicant is proposing to provide 15 parking spaces and cash-in-lieu for the remaining three (3) required commercial parking spaces. Cash-in-lieu is permitted as per section 8.8 of Zoning Bylaw No. 832, 2018; therefore, the reduction in parking spaces does not require a variance.

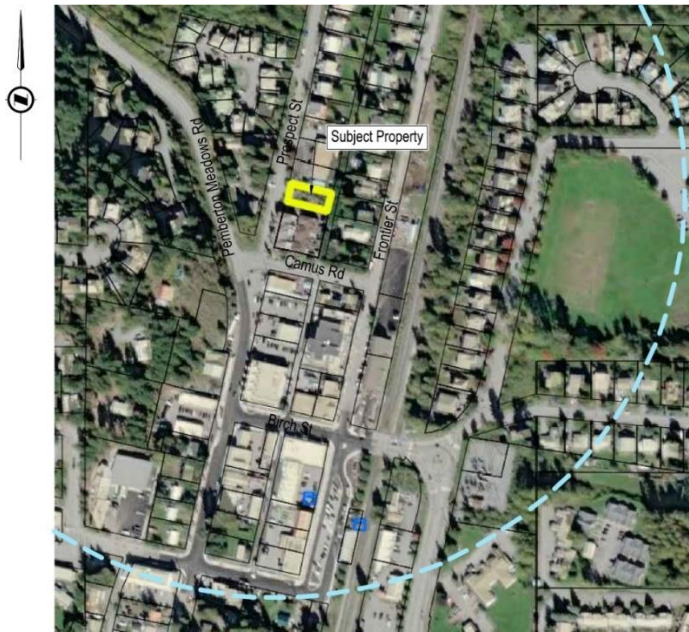
The application was referred internally to Staff and the Advisory Design Review Committee (ADRC). This report summarizes all applicable comments received.

Proposed Development

The following provides an overview of the proposed development.

a) **Location:**

The subject property is municipally referenced as 7454 Prospect Street and is legally described as Lot 10 Block 3, District Lot 202 & 203, Lillooet District, Plan 1624.



Surrounding Land Uses:

Direction	Land Use
North	Commercial
East	Single-family residential
South	Multi-family residential
West	Public Park (Pemberton Heritage Museum)

The site is currently covered with preload and the western edge is retained with a concrete lock block wall two rows high (approximately 1.5m).



b) **Description of the Proposal Development:**

The three (3) storey mixed-use building would include two (2) commercial units on the ground floor fronting onto Prospect Street (combined gross floor area (GFA) 76.6 m², and ten (10) residential units on the second and third floors (GFA 869.4 m²).

The proposal drawings are available as part of the Development Permit at this link:

<https://www.pemberton.ca/public/download/files/210703>.



c) **Form and Character:**

The applicant has advised that the proposed architectural design is modern contemporary architectural in character and will feature a palette of colours found in the natural landscape, including shades of bronze, brown, grey, and black. Dark corrugated metal (dark bronze) makes up most of the façade of the top two floors which will contain the residential units. The façade of the ground floor commercial spaces will have large expanses of glass windows, complimented with light solid wood-stained accent post and beam work at the main entrance. Black is used as an accent colour around the windows and trim.

d) **Landscape Design:**

The proposed landscape plan includes some frontage landscaping in the form of two (2) proposed finished concrete planters consisting of grasses and perennials and two (2) Red Maple proposed trees. Automatic irrigation is to be installed. There is no proposed landscaping at the side property lines or rear lane areas.

e) **Parking and Circulation:**

The proposal does not meet the required minimum parking standard of 18 parking spaces as per the Village of Pemberton Zoning Bylaw No. 832, 2018. Since the applicant is proposing 15 parking spaces, cash-in-lieu is to be provided for the additional three (3) required parking spaces as per Section 8.8 of the Village of Pemberton Zoning Bylaw No. 832, 2018.

The proposal does not meet the required number of off-street commercial loading spaces. The required number of off-street loading spaces is one (1) as per the Village of Pemberton Zoning Bylaw No. 832, 2018 and the applicant request to have zero (0) off-street commercial loading spaces. A variance is needed to permit the zero (0) off-street commercial loading spaces request, which will be considered by Council.



DISCUSSION & COMMENTS

1. Development Services

Official Community Plan Designation: Downtown

Zoning Bylaw Designation: Commercial, Town Centre (C-1)

The site is located close to public amenities, bus routes, and footpaths. Green design initiatives include one (1) electrical vehicle charging plug-in, wood frame construction except for exterior walls on property line (noncombustible construction required), bicycle parking provided at the front of the building and high walkability to community amenities.

The primary consideration for the DP is for form and character of the buildings and the landscaping.

Policy Analysis: The subject property is zoned Commercial, Town Centre (C-1). The following is an assessment of the proposal in the context of the Zoning Bylaw No. 832, 2018 requirements:

Regulations	Required	Proposed
C1-Zone	Mixed Use Building permitted	Mixed Use Building
Maximum FAR	2.50	1.40
Maximum Lot Coverage	100%	~ 85%
Minimum Front Setback	0m	0m
Minimum Rear Setback	4.5m	4.5m
Minimum Interior Side Setback	0m	0m
Minimum Exterior Side Setback	0m	0m
Maximum Building Height, Principal	10.5m	10.5m

Parking Spaces	18	15
Bicycle Parking	Bicycle Parking	A bicycle rack will be installed at the front of the building.

The proposal does not meet the required minimum parking standard of 18 parking spaces as per the Village of Pemberton Zoning Bylaw No. 832, 2018. Since the applicant is proposing 15 parking spaces, cash-in-lieu is to be provided for the additional three (3) required parking spaces as per Section 8.8 of the Village of Pemberton Zoning Bylaw No. 832, 2018.

The proposal does not meet the required number of off-street commercial loading spaces. The required number of off-street loading spaces is one (1) as per the Village of Pemberton Zoning Bylaw No. 832, 2018 and the applicant request to have zero (0) off-street commercial loading spaces. A variance is needed to permit the zero (0) off-street commercial loading spaces request, which will be considered by Council.

2. Operations

Operations issued the following comments:

- The lift station downstream of this development is experiencing significant issues and requires upgrades. The Applicant was advised to be aware that improvements to the lift station will be included in the site servicing agreement. Sanitary flows from the development are requested to assess downstream impacts.
- Provide asphalt ramp (not gravel ramp) at north end where sidewalk ends.

3. Fire

Pemberton Fire Rescue provided no comments.

4. Corporate

Corporate and Legislative Services issued the following statement:

- Corporate has no concerns on building scheme or design but does wish to flag concerns respecting parking in general. Parking in this part of Prospect Street has continued to be at issue as residents of Expedition Station utilize the street parking due to the tandem parking garages being repurposed as home gyms, workshops, or storage areas.

5. Advisory Design Review Commission (ADRC)

At a meeting held April 15, 2021, staff presented the application to the ADRC. The applicant was present to answer questions. Commission members discussed the application and determined that the proposal is consistent with the form and character requirements.

It was Moved/Seconded
THAT the Advisory Design Review Commission recommends that Council support the proposed Major Development Permit No. 90 “Tenquille Building”.
CARRIED

Minutes of this meeting are available here:
<https://www.pemberton.ca/public/download/files/210688>.

6. Compliant with Development Permit Guidelines

The subject property is located within Development Permit (DP) Area No. 4. – Downtown Revitalization. This DP Area establishes guidelines with respect to the form and character of buildings, landscaping, streetscapes, and circulation to encourage enhancements and redevelopment of the downtown area. The guidelines can be found in the Village of Pemberton’s Official Community Plan, Section 7.0 – Development Permit Area Guidelines. The following table summarizes Staff’s review of the application against the applicable DPA guidelines:

General Development Permit Area - Form and Character Guidelines	
Applicable Guideline	Comments
Objectives	
To provide a unifying and functional framework for quality and effectively integrated multi-family, mixed use (multi-family/commercial) and commercial development; and	The proposal creates a comprehensive multi-family building that is integrated into the existing downtown urban fabric.
Showcase the area’s natural features, heritage landmarks, open spaces and parks.	The proposal includes pedestrian connections (extending the sidewalk) on Prospect Street. The façade of the ground floor commercial spaces will have large expanses of glass windows looking across to the Pemberton Museum and open space.
Guidelines	
a) Siting - Development should recognize and complement the site’s existing conditions, topography, natural vegetation, hydrology, solar exposure, site circulation and view corridors. <ul style="list-style-type: none"> Design for solar exposure to public and private spaces (summer shade and winter sun) and define and enhance the street edge in the 	The front of the building faces west and will get the afternoon sun. The site is organized with multiple pedestrian access points from Prospect Street

<p>placement and design of buildings and open spaces.</p> <ul style="list-style-type: none"> • Provide a strong visual and physical relationships to pedestrian walkways and public spaces and provide opportunities for natural surveillance (eyes on the streets and open spaces). • Achieve privacy for residential units through inset balconies, decks and patios, and screening. • Provide barrier free access. 	<p>and the rear laneway into the parking area or garage.</p> <p>The building is oriented towards Prospect Street, providing opportunities for natural surveillance with 'eyes on the street'.</p> <p>Residential units will have moderate privacy, each with its own inset balcony.</p> <p>The building features an accessible ramp and elevator for barrier-free access.</p>
<p>b) Building Form – Buildings are to be consistent with Pemberton’s small town character and reflect its rural traditions of strong, simple and functional building forms.</p> <ul style="list-style-type: none"> • Provide a cohesive design program for the development (i.e., structural, mechanical, lighting and landscaping). • Avoid blank walls which are visible from the street or parks which lack architectural detailing. • Reduce the mass and scale of buildings through design features such as variations in roof form, wall recesses/projections, texture/colour, vertical accents, windows, balconies, dormers and façade detailing. • Design buildings to positively address the public realm on street frontages and sidewalks. • Encourage decks, balconies and porches to provide sunny, usable outdoor spaces. • Create interest with the roof structure using architectural features such as chimneys, cupolas, towers and venting. Roof mounted equipment should be concealed from pedestrian viewpoints. • Provide visual variety along streetscapes by varying individual unit designs. • Face main entrances to the street, being clearly visible and directly accessible from the sidewalk. Entrances should reinforce proximity to grade level, particularly avoiding multi-storey features. Diminish the appearance of garage doors from public streets. 	<p>The proposal demonstrates an organized design.</p> <p>Visual variety along the streetscape is provided with unit sizes, and a variety of colour and building façade materials.</p> <p>The covered balconies have been designed as individual balconies as opposed to continuous ones to allow for separation between adjacent neighbours and to allow a sense of ownership of each unit’s outdoor space.</p> <p>The building has been designed to positively address the public realm and street frontage along Prospect Street, with planters, bicycle rack and large windows on the ground floor commercial units.</p> <p>The garage and most of the parking are oriented to the rear of building to diminish the appearance of garages or parking structures from the Prospect Street interface.</p>

<ul style="list-style-type: none"> • Preference for side by side, up and down or staggered unit configuration to maximize the number of units facing the street. • Create interest by varying use of the building’s scale, modulation, materials and colour in the placement and detailing of elements such as bay windows, entrances lighting, graphics and street furnishings. 	
<p>c) Construction Materials – The building should be sufficiently durable to withstand Pemberton’s varied climate while also exhibiting quality construction and a small town character:</p> <ul style="list-style-type: none"> • Use exterior materials that have been traditionally applied and/or are durable for the area including stone, wood, brick, and glass. • Discourage the use of the following exterior building materials: vinyl siding, plywood, particle board and synthetic materials such as cultured stone. Stucco and tile for large areas should be discouraged. • Use well designed window treatments of articulated wood, stone or metal details. Relective or heavily tinted glass and snap-in muntin bars are not recommended. • Apply exterior building colours that complement nature’s spectrum; earth hues and the natural colours of foliage grass, sky and woods. • Brighter colours may be appropriate as accents such as doorways, window frames, signs, graphics, store fronts and/or displays. • Ensure approval of all playground and park infrastructure by the Canadian Standards Association. • Complement neighbouring roof lines/pitches. Brightly-coloured metal roofs are discouraged. • Anchoring buildings with continuous durable finishing providing a sense of permanence and protection from street level impacts. • Wood roofing (Class A) will not be permitted under any circumstances as per the Village’s Building Bylaw. • Use muted or natural roof colours where appropriate. 	<p>Building materials include wood, light metal siding, and finished concrete.</p> <p>The colour palette includes shades of bronze, brown, grey, and black.</p> <p>Dark corrugated metal (dark bronze) makes up most of the façade of the top two floors which contain the residential units.</p> <p>The façade of the ground floor commercial spaces will have large expanses of glass windows, complimented with light solid wood-stained accent post and beam work at the main entrance. Black is used as an accent colour around the windows and trim.</p>
<p>d) Streetscape Improvements and Landscaping – The development should provide amenities for</p>	<p>The landscape plan attached to the DP submission includes an appropriate level of</p>

<p>residents and visitors, while also adding interest to the street and showcasing local businesses.</p> <ul style="list-style-type: none"> • Incorporate planting consistent with the Village’s standards contained within the Plant List. • Consider four season landscaping for both aesthetics and maintenance reasons. • Appropriately design, protect and select durable landscaping as not to be harmed by snow clearing or other maintenance works (i.e. sweeping). • Prioritize the retention of existing trees and vegetation • Accommodate grading on individual properties, minimizing cut and fills and discourage retaining walls. • Incorporate Low Impact Development Techniques into site, service and landscape planning. • Provide irrigation for all landscaped and open areas. • Incorporate landscaped areas within parking lots to break up large paved areas. The landscaped areas can also be used in the winter for snow storage. 	<p>landscaping for ornamentals and open spaces.</p> <p>The following species that are proposed within the concrete containers are currently not on the VOP Landscape Plant List:</p> <ul style="list-style-type: none"> • Agastache x 'Black Adder' - Anise-Hyssop • Allium cernuum - Nodding Onion • Sesleria autumnalis - Autumn Moor Grass <p>The landscaping considers four seasons.</p> <p>Automatic irrigation is to be installed.</p> <p>The proposed groundcover beneath the proposed street trees will be grass.</p> <p>There is no mention of site enhancements such as public art, flags, banners, or water features.</p>
<p>e) Circulation and Parking - A development’s accommodation of internal and external vehicular circulation, parking and servicing is an important consideration in the functioning and accessibility of the project.</p> <ul style="list-style-type: none"> • Screen or camouflage from public view all exterior services including utility tanks, hydro transformers, gas installations, garbage and recycling containers, preferably with a durable fenced enclosure, landscaping or printed art or images. • Ensure that garbage and recycling receptacles and dumpsters are provided and located within a lockable building (bear proof). • Accommodate efficient snow removal, including designated snow storage and drainage areas for access roads, loading and parking areas • Abide by the Village Construction Requirements as not to unsafely or inconveniently disrupt adjacent business 	<p>The parking garage is accessible via the alleyway and is partly below the residential units at ground level. There is also some surface spaces behind the building.</p> <p>Waste containers will be located inside the garage in an area of 15.6 feet wide x 20 feet in length.</p> <p>A bike rack station is proposed at the front of the property.</p>

<p>operations or pedestrian movements during construction.</p>	
<p>f) Snow Management – Site and building design shall mitigate the challenges related to freezing temperatures and precipitation. All developments shall manage snow through the site plan design and building form.</p> <ul style="list-style-type: none"> • Restrict snow from dumping or being dumped onto adjoining streets, sidewalks and right of ways. • Mitigate freeze / thaw cycle impacts including snow shed, roof drip, icicles, ice dams, and water infiltration. • Prevent roofs from shedding towards pedestrian walkways, points of entry and loading or parking areas. 	<p>The building flat roof design will prevent snow accumulation on the surrounding grounds and will also prevent any snow slide onto any pedestrian areas (i.e. frontage sidewalk).</p>
<p>g) Lighting - Provide a lighting plan for new development. Fixtures on public roads shall be in accordance with Village Lighting Standards, while lighting on private property should be down shielded, as to illuminate only the desired display, pedestrian corridor, sign or building feature. Flashing, blinking or coloured lighting except for festival lighting is not supported.</p>	<p>Exterior lighting has been chosen to reduce the likelihood of trespass and help protect the night sky.</p> <p>The entrance will have soffit pot lights and two wall sconces on both sides of the main doors.</p> <p>Both commercial entrances will have soffit pot lights.</p> <p>All covered balconies will have soffit pot lights.</p> <p>Rear parking area will have motion sensor lighting.</p>
<p>h) Crime Prevention Through Environmental Design (CPTED) Principles - Development shall comply with the following principles:</p> <ul style="list-style-type: none"> • Provide clear border definition of controlled space. • Provide clearly marked transitional zones that indicate movement from public to semi-public to semi-private to private spaces. • Locate vehicle and pedestrian access points, gathering areas and loitering areas to locations with natural surveillance in order to increase safety and perception of safety of users, and increase risks (deterrent) to offenders. • Design and land use should relate to the context of on-site land uses and structures, 	<p>The proposal appears to conform to generally accepted CPTED principles.</p>

<p>immediate adjacencies, and the surrounding neighbourhood.</p> <ul style="list-style-type: none"> • Site landscaping should have clear sight lines, prevent concealment, direct users safely, be permeable and maintain relationships (eyes on street). • Re-designate the use of space to provide natural barriers to conflicting activities. • Seek land use mix that promotes natural surveillance. • Overcome distance and isolation through improved communication, break-up large impersonal space, enhance sight lines, provide a range of land uses, and offer legitimate activity generators. • Avoid building designs, public amenities/services and street furniture that create excuses for loitering, nuisance and criminal behaviour. 	
<p>i) Site Alteration– Mitigate the impacts of a new development specifically related to site clearing, preloading and ongoing construction activities, by:</p> <ul style="list-style-type: none"> • landscaping, screening or fencing the site should be provided, if the site works include the removal of an existing vegetated buffer to a public road; • identifying the routing of any pedestrian/sidewalk detours and temporary construction and emergency service access (if applicable also achieve approval from the Ministry of Transportation and Infrastructure); • identifying the location of any construction offices and related parking (preference to locate within existing development, limit use of temporary trailers); • indicating the location of storage areas and type of materials to be stored, as well as garbage/waste/recycling containers. Such storage shall not be attractants to wildlife; and • identify a timeline for the completion of mitigation works outlined above that may include posting security to guarantee the proposed site alteration enhancements prior to the issuance of the Development Permit. 	<p>Village staff will work with the applicant to address this during the construction stage.</p>

Development Permit Area No. 4 Downtown Revitalization	
Applicable Guideline	Comments
Objectives	
<ul style="list-style-type: none"> • Enhance Pemberton’s authentic identity by providing a framework for the character and form of buildings, landscaping, streetscapes and circulation. • Create a strong sense of arrival to the Pemberton community through natural and built gateway elements. • Accommodate and integrate infrastructure needs with parking and transit. • Showcase and enhance the surrounding natural features, heritage landmarks, open spaces and parks. 	
Guidelines	
<p>a) Building Form - Buildings need to create pedestrian interest and memorable buildings by:</p> <ul style="list-style-type: none"> • Reflect the scale of the downtown with varied yet harmonious façade elements, adding interest to the downtown’s building form. • Avoid interior malls. • Provide a functional roof covering along pedestrian oriented frontages to provide protection from the weather. • Setback covered walkways from the face of upper stories; or extend partially or fully into the public realm. • Coordinate adjoining buildings to maintain visual continuity of eave lines, materials, soffits and fascias. Either avoid the exposure of party walls or consider them as an important design feature. • Accommodate as part of the roof fascia and the column design: flat signs; signs on brackets; banners on brackets; and exterior lights (with the appropriate scale and detail). • Extend rooflines into the public right of way for aesthetics and weather protection, yet ensure it does not in conflict with emergency vehicle or pedestrian access and is secured through an encroachment agreement 	<p>The proposal demonstrates an organized design.</p> <p>Visual variety along the streetscape is provided with unit sizes, and a variety of colour and building façade materials.</p> <p>The covered balconies have been designed as individual balconies as opposed to continuous ones to allow for separation between adjacent neighbours and to allow a sense of ownership of each unit’s outdoor space.</p> <p>A functional roof covering is provided along the pedestrian-oriented frontages to provide protection from weather.</p> <p>The building has been designed to positively address the public realm and street frontage along Prospect Street, with planters, bicycle rack and large windows on the ground floor commercial units.</p> <p>The garage and most of the parking are oriented to the rear</p>

	<p>of building to diminish the appearance of garages or parking structures from the Prospect Street interface.</p>
<p>b) Streetscape improvements and landscaping – These enhancements provide amenities for residents and visitors, adding interest to the street and showcasing local businesses.</p> <ul style="list-style-type: none"> • Include streetscape fixtures such as street lighting, benches, planters, garage/recycling receptacles, bike racks, and landscaping features. These installations shall be in accordance with Village Streetscape Specifications and be functional, attractive, and durable. • Provide sidewalk extensions (“bump outs”) at the intersections of Birch and Frontier Streets, Aster and Frontier Streets, Prospect and Frontier Streets and Birch and Prospect Streets. These spaces should be activated, where appropriate, for landscaping, seating and public art (but not interfere with pedestrian or vehicle movement). • Provide opportunities for sun and shade as well as protection from the elements such as wind, rain and snow. • Encourage site enhancements such as water features, public art, flags, banners and signs, provided they are consistent with village requirements (i.e. sign bylaw). • Permit the installation and maintenance of fixtures (signs, tables, chairs and planters) on public property subject to the encroachment agreement from the Village and/or the Ministry of Transportation. 	<p>The landscape plan attached to the DP submission includes an appropriate level of landscaping for ornamentals and open spaces.</p> <p>The following species that are proposed within the concrete containers are currently not on the VOP Landscape Plant List:</p> <ul style="list-style-type: none"> • Agastache x 'Black Adder' - Anise-Hyssop • Allium cernuum - Nodding Onion • Sesleria autumnalis - Autumn Moor Grass <p>The landscaping considers four seasons.</p> <p>Automatic irrigation is to be installed.</p> <p>The proposed groundcover beneath the proposed street trees will be grass.</p> <p>There is no mention of site enhancements such as public art, flags, banners, water features.</p>
<p>c) Circulation and Parking - A developments accommodation of internal and external vehicular circulation, parking and servicing is an important consideration of the functioning and accessibility of the project.</p> <ul style="list-style-type: none"> • Recognize that the primary function of a laneway is to service the accessing businesses. If appropriate, lanes have a secondary opportunity to provide pedestrian linkages, if safety and security issues can be addressed. • Access service bays, loading docks and garbage/recycling dumpsters from existing laneways and screen utilities from public view. 	<p>The parking garage is accessible via the alleyway and is partly below the residential units at ground level. There is also some surface spaces behind the building.</p> <p>Waste containers will be located inside the garage in an area of 15.6 feet wide x 20 feet in length.</p> <p>A bike rack station is proposed at the front of the property.</p>

<p>Access should be achievable during all weather conditions.</p> <ul style="list-style-type: none"> • Provide on-site parking either accessed from the rear of the development (lane) or underground. Parking is not permitted within the front yard setback, however, the enhancement of on-street parking along the frontage of the building is encouraged. 	
<p>d) Signage – The installation of signs is intended to provide for business identification and safe travel but also contributes to an active and attractive streetscape.</p> <ul style="list-style-type: none"> • Provide a comprehensive sign program to ensure that the signs are integrated into and complement the project and the downtown. • Ensure that signs are in accordance with the Village’s Sign Bylaw. Variances to the Bylaw may be considered by Council. 	<p>All new signs will follow the VOP Sign Bylaw No. 380, 1995.</p>
<p>e) Storage Containers – The installation of storage containers should:</p> <ul style="list-style-type: none"> • be approved for a maximum of twenty-four (24) months, with automatic administrative renewal for a subsequent twenty-four (24) months provided the container is in compliance with the Development Permit and Zoning requirements. Any significant issues with a renewal of a Development Permit for the container may be referred by the applicant or staff to Council for a final decision on the renewal of the permit. Subsequent extensions beyond the twenty-four (24) months (with the twenty-four (24) month renewal) will require Council’s consideration and approval; • be located to minimize the visual impact to adjacent properties, • parks, streets and public rights-of-way; • have an exterior finish to match or compliment the exterior finish of other buildings on the subject property, except if the container is not visible from adjacent properties and public right of ways or is located inside a building; • be placed on an orderly manner, well maintained, and kept clean, including the removal of oxidation (rust) and graffiti; and • be free of logos and any advertising. <p>A development permit shall not be required if the container is to be used as a temporary storage structure on a construction site holding an active and valid building</p>	<p>There is no proposed Storage Containers on site.</p>

permit provided, they are removed within thirty (30) business days of the issuance of an Occupancy Permit.
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7. External Agency Comments

AGENCY	COMMENT
BC Hydro	No objections to the proposed development.
MOTI	It appears the lot is outside the 800m limit from a controlled access highway and does not abut a ministry road. Therefore, the ministry has no comment.
Pemberton Valley Diking District	The PVDD has no comments on this referral.
Pemberton & District Museum & Archives Society	Parking is a major concern, as there is currently not enough parking in the area.

COMMUNICATIONS

As required under Development Procedures Bylaw No. 887, 2020, a project information sign was be placed on the site.



As per Development Procedures Bylaw No. 887, 2020, Council may require that the applicant for a development permit provide a communication element in the form of public information meeting.

LEGAL CONSIDERATIONS

Development permits are issued by resolution of Council as per Section 490 of the *Local Government Act RS2015 (LGA)*. The processing of a development permit application is regulated by Sections 490 – 491 of the *LGA* and by the Village’s Development Procedures Bylaw 887, 2020.

IMPACT ON BUDGET & STAFFING

All costs associated with the processing of this application, including Staff time, are recoverable from the applicant as per the Village of Pemberton *Development Procedures Bylaw 887, 2020*,

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. 90 – Tenquille Building – 7454 Prospect Street

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

THAT Development Permit No. 90 include a variance to section 8.12 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to decrease the required number of off-street loading spaces from one (1) to zero (0).

THAT Council authorizes Development Permit No. 90, with variances, for issuance to 1261451 BC Ltd (Fitzgerald Building Company) on Lot 10 Block 3, District Lot 202 & 203, Lillooet District, Plan 1624 (PID 011-506-652) subject to:

- Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$7,962 to secure landscaping.

Option Two: Refer to Staff for amendments or information

THAT Council refers Development Permit No. 90 back to Staff to address the following matters identified by Council:

- {To be added by Council}

RECOMMENDATION

Staff recommend Option One for DP NO. 90 – Tenquille Building – 7454 Prospect Street

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

THAT Development Permit No. 90 include a variance to section 8.12 of the Village of Pemberton Zoning Bylaw No. 832, 2018 to decrease the required number of off-street loading spaces from one (1) to zero (0).

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- Provision of cash, irrevocable letter of credit or other acceptable security in the amount of \$7,962 to secure landscaping.

Prepared by:	Mark Barsevskis, Consulting Planner
Manager Approval:	Scott McRae, Manager Development Services
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Date: Tuesday, April 26, 2022

To: Council

From: Sheena Fraser, Acting Chief Administrative Officer

Subject: Office of the CAO 2022 First 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 first quarter of 2022.

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 First Quarter of 2022 was busy as the Office of the CAO prepared for the departure of former CAO Nikki Gilmore who left the Village on March 4th. Sheena Fraser, Manager of Corporate & Legislative Services, assumed the role of Acting CAO at that time.

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

Emergency Management:

The following provides First 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).
- Participated in Critical Incident Stress Management training and received certification to incorporate a more inclusive, non-judgmental, and trauma-informed approach into the Village's Emergency Program.
- Applied to UBCM's Community Emergency Preparedness Fund Emergency Support Services (ESS) funding stream for the purchase of IT equipment to support the implementation of ESS modernization.
- Applied to UBCM's Community Emergency Preparedness Fund Emergency Operations Centres & Training funding stream for the purchase of additional equipment.
- In partnership with the Pemberton Valley Dyking District (PVDD), facilitated the project kick off for the Flood Mitigation and Dike Modeling exercise for the Pemberton Valley.
- In collaboration with the Justice Institute of BC, finalized the Community Disaster Resilience Planning project with the completion of a draft Community Disaster Resilience Plan which will be presented to Council soon.
- Attended EMBC's Seasonal Readiness Workshop that focused on freshet flood and wildfire preparedness.

Communications and Grant

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

- Submitted five (5) grant funding applications and supported the submission of a further five (5) to support 2022 Strategic Priorities and shovel-ready projects.
- Supported the Manager of Finance in delivering legislative requirements for public communication of the 2022 Budget.
- Developed and delivered a communications campaign for the launch of the Village's Community Climate Action Plan and assisted the Development Services team with all aspects of event planning and delivery.
- Developed communications plans for the Spelkútmn Community Forest public information session and Wildfire and Emergency Preparedness Day
- Provided ongoing strategic communications planning, branding and collateral development, public relations and media support, website and social media management and grant administrative support to various departments across the Village.

Human Resources

The following provides First 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); responding to the increase in cases early January, obtaining vaccine status for all Staff and then supporting the Village as mask mandates are removed from our facilities.
- Onboarded:
 1. Casual Equipment Operator
 2. Reception and Admin Assistant
 3. Engineering & GIS Technician
 4. Seasonal Parks Labourer
- Supported internal transfer of:
 1. Executive Assistant
 2. Accounting and IT Coordinator
- Concluded recruitment for
 1. Seasonal Parks Labourer
 2. Office Coordinator
- Offboarded:
 1. Reception and Admin Assistant
 2. Chief Administrative Officer
 3. Skilled Workhand
 4. OCP Policy Planner
- Supported Council with coordination of Chief Administrative Officer interviews.
- Supported Spelkútmn Community Forest Board with screening of candidates for an Administrator.
- Submitted grants for Canada Summer Jobs and CPRA (Canada Parks and Recreation Association) Youth Employment Experience.
- Coordinated and participated in collective bargaining process with CUPE Local 2010.
- Launched Spring Staff Survey.

Executive Assistant

The following provides First Quarter Updates for the Executive Assistant who is supported the CAO and now the Acting CAO on several ongoing initiatives and projects.

- Transitioned into the position full-time as of January 31st, 2022
- Supported transitions of former Chief Administrative Officer and Acting Chief Administrative Officer
- Coordinated the Fire Hall and Municipal Hall RFP working committee and subsequent meetings with the successful consultants
- 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 Nukw7ántwal Organizing Committee meetings to plan the Nukw7ántwal Regional Gathering. The gathering was originally scheduled for March 2022, however, was postponed at the last minute. New date tentatively scheduled for June 3, 2022.
- Begun planning of Indigenous Relations workshop for EOC & Fire Hall Staff.

Strategic Priorities

The list of Strategic Priorities and Operational Priorities is attached and includes updates on the status of each initiative and/or project. As noted in the 2021 fourth quarter report, while some initiatives were expected to have been 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. An update to the priorities has resulted in the completion date of some projects being moved to 2023.

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.

COMMUNITY CLIMATE ACTION PLAN

All reports to Council will include identification as to how a project/initiative or plan aligns with the Community Climate Action Plan. In this regard, reporting on the status of Strategic Priorities and updating Council on departmental workplans through quarterly reports aligns with Leadership 1.2 as provided below:

Strategy	Action	Comments
LEADERSHIP 1.2 – Building Staff and Financial Capacity for implementation	a. Report on climate action or sustainability implications in relevant reports to Council.	Implemented 08.03.2022

ALTERNATIVE OPTIONS

There are no alternative options for consideration

RECOMMENDATIONS

THAT the Office of the CAO 2022 First Quarter Strategic Priorities Update be received for information.

ATTACHMENTS:

Appendix A: First Quarter Strategic Priorities Chart and Status Worksheet

CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer
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2022 STRATEGIC PRIORITIES CHART

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **MUNICIPAL FACILITIES**
2. **ASSET MANAGEMENT**
3. **OFFICIAL COMMUNITY PLAN UPDATE**
4. **ECONOMIC DEVELOPMENT STRATEGY**
5. **DAYCARE EXPANSION**

NEXT (priority not yet established)

- BOUNDARY EXTENSION
- IMPROVED MONITORING (floods & landslides)
- SOCIAL PROCUREMENT

ADVOCACY / PARTNERSHIPS

- *Regional Transit*
- *Second Entrance to Town*
- *Lillooet River Bridge Park*

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 agenda/minute software Implementation
 2. Election
 3. Community Forest Administration Transfer
- Various Bylaw Review and Updates
 - Airport Leases

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. **OCP UPDATE**
 2. DCC Bylaw Update – Phase 1
 3. Subdivision and Development Control Bylaw Update
- Pemberton Creek Pedestrian Bridge – Phase 1
 - **COMMUNITY CLIMATE ACTION PLAN - Implementation**

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 April 26, 2022

Village of Pemberton					
Strategic Priorities Status Sheet					
26-Apr-22					
Council					
NOW	Priority	Department	Status	Completion Date	Comments
1.	COMMUNITY CLIMATE ACTION PLAN	DS	COMPLETED	0	Adopted March 8, 2022; Launch held April 6th; implementation of actions expected to proceed in 2023.
2.	MUNICIPAL FACILITIES	CAO	Ongoing	June 2022	Design contract awarded in January 2022; expectation design completion June 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	N/A	Active	Unknown	Applied for third intake of funding through Childcare BC New Spaces Fund on November 16, 2021; Announcement made April 11th. Staff will be working on developing an RFP in the 2nd Quarter.
.	BOUNDARY EXTENSION	CAO	Ongoing		On hold - incorporated into the 2022 workplan for consideration.
.	SINGLE USE PLASTIC BAG BYLAW	DS	On hold		Incorporated as an action item in the Community Climate Action Plan. It is anticipated this item will be on the workplan in 2023 and a responsibility of the Climate Action and Resiliency coordinator should approval for this position be given.
.	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.
.	<i>Lillooet River Park</i>	CAO	On hold		Waiting new CAO
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = <i>Advocacy</i>				
n/a =	Not assigned				

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	Ongoing	June 2022	Design contract awarded in January 2022; expectation design completion June 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	Active	Fall 2023	Applied for third intake of funding through Childcare BC New Spaces Fund on November 16, 2021; Announcement made April 11th. Staff will be working on developing an RFP in the 2nd Quarter.
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Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy			

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
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				
26-Apr-22				
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	Dec-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 began in January 2022 with the aim to secure the new Board members in Spring/Summer 2022. Administrator position posted with interviews to take place in Q2.
.	Airport Leases	ongoing	Summer, 2022	Lease expansion and renewals are in process.
.	Various Bylaw Review and Updates	ongoing	Spring/Summer, 2022	Upcoming bylaws are: Water Connection and Regulation Bylaw, DCC Exemption Bylaw, Sewer Connection and Regulation Bylaw and Blasting Bylaw, Officers Bylaw, CAO Bylaw, Fee & charges amendment (Fee waiver)
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
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	2023	Healthy Communities and Active Transportation grants were unsuccessful; submission made to the Federal Active Transportation Fund as determined to hold on allocating Village funding options in lieu of new granting opportunity.
.	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 submitted February 2022.
.	Lot 13 - Multimodal Transportation Hub (Park and Ride)	In Progress	2023	Awaiting confirmation of grant funding. UPDATE: Grant application successful and announcement made April 21st - Design to commence upon grant contract confirmation.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
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	Preliminary work developing an updated policy has been completed; however, due to Staff turnover in the Finance Department, this project is deferred until after budget and audit are completed.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	COMMUNITY CLIMATE ACTION PLAN	Completed		Adoption March 8, 2022; Launch Event April 6, 2022. Implementation to proceed in 2023.
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	the project; consultation is planned for 2022. This update will incorporate objectives set out in the Affordable Housing Action Implementatoin Plan.
.	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 = Advocacy</i>			

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
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.
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Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
26-Apr-22				
Fire				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	Ongoing	June 2022	Design contract awarded in January 2022; expecting design completion June 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.				
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Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy			

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Vinka Hutchinson, Communications and Grant Coordinator

Subject: 2022 Housing Needs Reports Program funding application: Village of Pemberton Housing Needs Report Update

PURPOSE

The purpose of this report is to seek support for an application to the 2022 Housing Needs Reports Program for the Village of Pemberton Housing Needs Report Update project.

BACKGROUND

The Village completed the Age-Friendly Housing Needs Assessment report in September 2019. At that time, the province was in the process of implementing new requirements for local governments to complete housing needs assessments as part of amendments to the *Local Government Act* (LGA). With unknowns during the transition period, housing needs assessments that were completed in 2019 were deemed to have met the requirements even if they did not perfectly align with the new legislation.

In March 2022, Village Staff received an invitation to apply for the 2022 Housing Needs Reports Program (a closed intake by invitation only) that would provide funding to complete an update to the Village's Age-Friendly Housing Needs Assessment report. Staff have completed a review of the current report and identified some significant gaps. While the report remains valid and is acceptable under the terms of the transition period during which it was completed, some housing data, that would be a requirement under Part 14, Division 22 of the LGA, is missing. The 2019 report does not contain data specified in Section 585.3(c) (i) the number of units required to meet the current housing needs, and (ii) the number of housing units required to meet the anticipated housing needs for at least the next five (5) years.

This data will also be important information as the Village begins the full Official Community Plan (OCP) review. Establishing the current housing need and the units required to meet those needs will be valuable information from which growth management sections of the OCP are based. With a baseline of current needs and current supply, further projections of future needs can be pinpointed, compared with new developments already in progress, and will inform land use decisions in the coming years.

If successful, the funding would be used to engage a consultant to undertake an update to the Village's existing Age-Friendly Housing Needs Assessment report to meet the requirements under the *Local Government Act*. For this reason, Staff is proposing the Village of Pemberton Housing Needs Report Update project be put forward for funding consideration to the 2022 Housing Needs Reports Program.

DISCUSSION & COMMENTS

The Cost Estimate for the Housing Needs Report Update project totals \$15,000 and includes all consultant fees, research, data collection, community engagement and publication development costs.

If the funding application is successful, the full \$15,000 would be covered by the 2022 Housing Needs Reports Program.

The deadline for the intake is May 13, 2022. At this time, Staff is seeking Council's endorsement of the application which is a requirement of the submission.

COMMUNICATIONS

There are no communication considerations at this time. However, should the Village be successful in obtaining funding for the proposed project, the Village would be bound to the communications requirements as set out in the funding agreement. If required, the Communications and Grant Coordinator will develop a Communications Plan identifying the objectives, audience, key messages, appropriate communications channels and timeline to ensure effective communication of this initiative to the public.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations.

IMPACT ON BUDGET & STAFFING

There are no budget considerations.

Staff time will be required for the planning and delivery of this project. This is yet to be determined but will include resources from both Development Services and the Office of the CAO.

INTERDEPARTMENTAL IMPACT & APPROVAL

If successful, oversight of this project will be undertaken by the Development Services department and would be incorporated into the 2022/23 Work Plan for the department.

Interdepartmental Approval by:	Scott McRae, Manager of Development Services
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COMMUNITY CLIMATE ACTION PLAN

An updated Housing Needs Report and its use in growth management in Pemberton will have a direct impact on land uses and the extension of infrastructure and services. Location and density of housing can greatly impact transportation needs and the viability of all modes of transportation. With up-to-date housing data, land use decisions can be informed by what is on the ground and future growth managed within the CCAP lens. Specifically, this project will address the "Shifting Beyond the Car - SHIFT 1.1 – Optimize land use policies and bylaws for compact growth" objective of the Community Climate Action Plan.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council supports the Village of Pemberton’s application to the 2022 Housing Needs Reports Program, up to an amount of \$15,000, to fund the Village of Pemberton Housing Needs Report Update project.

Prepared by:	Vinka Hutchinson, Communications and Grant Coordinator
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Date: Tuesday, April 26, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services
Subject: 2022 First Quarter Regular Council Meeting Outstanding Resolutions Update

PURPOSE

To present to Council a list of the resolutions from previous regular meetings for which action is incomplete or in progress as of March 31st, 2022.

BACKGROUND

Staff maintains a resolution and action item tracking sheet, updated after each council meeting, for administrative purposes. The listing is presented to Council quarterly to inform Council of progress on outstanding actions and resolutions.

DISCUSSION & COMMENTS

Staff initiates action when directed by Council through resolutions made at regular or special council meetings. Staff work diligently to move all directions from Council forward in a timely and efficient manner. However, in some cases, it may not be possible or advantageous to commence an action immediately. If the direction does not align with the current strategic plan, priorities, or work plans, or is not included in the current budget, Staff may review and adjust the work plan or budget before adding initiatives. As well, some actions are dependent on other projects still in process or require involvement from other jurisdictions or authorities.

The outstanding resolutions listing is used to track resolutions to ensure all directions are accounted for. The current listing of outstanding items and their status is attached as **Appendix A**.

Two outstanding resolutions have been held over from previous Council. These items, identified on the chart in light blue, are as follows:

- Boundary Extension (deferred to a later date)
- Single Use Plastics Strategies (incorporated into the Community Climate Action Plan)

COMMUNICATIONS

The outstanding resolutions listing update does not include a communications element.

LEGAL CONSIDERATIONS

There are no legal considerations.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

The report has no impact on other departments and no approvals are required.

COMMUNITY CLIMATE ACTION PLAN

The outstanding resolutions report has no impact on the Community Climate Action Plan strategies.

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 2022 First Quarter Regular Council Meeting Outstanding Resolutions Update report be received for information.

Attachments:

Appendix A: 2022 First Quarter Regular Council Meeting Outstanding Resolution Listing

Submitted by:	Gwendolyn Kennedy, Acting Manager of Corporate and Legislative Services
Approved by:	Sheena Fraser, Acting Chief Administrative Officer

2022 First Quarter Regular Council Meeting Outstanding Resolutions

Mtg No	Date	Topic	Resolution	Comment
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: Incorporated into the Community Climate Action Plan. See Big Move Waste 1.1 Collaborate to adopt policies that increase organics diversion. This initiative will be included as an action for implementation by the Climate Action Plan coordinator.
1528	30-Nov-20	Development Cost Charge Bylaw	THAT Staff be directed to prepare an amendment to the Development Cost Charge Bylaw to permit the waiving, reducing, or refunding of DCCs for eligible development.	STATUS UPDATE: This matter is in process and will be brought to Council for consideration in spring 2022.
1539	01-June-21	Crown Land Tenure Application – Lillooet River Park and Boat Launch	THAT Staff consider options that would see the existing Crown land tenure area, held by the Village, of the Lillooet River Bridge area, also 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.	STATUS UPDATE: This matter has been referred to staff for incorporation into work plans as may be accommodated.
1540	15-June-21	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 and a report will be brought to Council for consideration in spring 2022.
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,	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.

2022 First Quarter Regular Council Meeting Outstanding Resolutions

Mtg No	Date	Topic	Resolution	Comment
		domestic pets, and sensitive habitats.		
1557	8-March-22	Airport operations and consideration of delegating to an airport society	THAT Staff be directed to bring back to a future Committee of the Whole meeting a review of airport operations, including consideration of delegating management of airport operations to an airport society.	STATUS UPDATE: This item has been placed on the Corporate and Legislative Services workplan.
1557	8-March-22	Partners for Climate Protection – appointment of staff and Council member to oversee implementation	BE IT FURTHER RESOLVED that the municipality of Village of Pemberton appoint a Council Member and a Staff Member to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.	STATUS UPDATE: this item has been added to workplan for Office of the CAO.

Date: Tuesday, April 26, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services
Subject: Corporate & Legislative Services 2022 First Quarter Administration Update

PURPOSE

The purpose of this report is to provide Council with an update on the administrative activities of Corporate & Legislative Services department in the first quarter of 2022.

BACKGROUND

Administrative update reports are presented quarterly to inform Council of department activities. 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 related to specific tasks. Notably, administrative activities related to bylaw tickets and enforcement have been curtailed in the first quarter due to staff shortages.

Freedom of Information Requests

No access to records requests were received in the first quarter.

Business Licences

Business licences are administered by Corporate & Legislative Services, reviewed by Development Services and Pemberton Fire Rescue as required, and issued by the Finance department once approved.

As can be seen in the table below, the number of licensed businesses has grown steadily since 2019. More licences have been issued in the first quarter of 2022 than in any previous year.

2019	2020	2021	2022 First Quarter
399	416	443	456

Dog Licences

The table below shows that the number of dog licences issued has grown each year.

2019	2020	2021 Total	2022 First Quarter
145	157	167	130

Other Permits

No film permits were issued; however, the Village did receive an enquiry for permitting for a major production which may result in several weeks of filming in the Pemberton area, including the airport over the summer months subject to production approval.

No water use permits or backyard hen permits were issued in the first quarter.

Customer Service Requests:

The table below shows the number of customer service requests received since 2019:

	2019	2020	2021	2022 First Quarter
Bylaw Enforcement Complaints/Issues	108	129	94	20
Animal Control (Dogs)	24	20	30	6
General /Operational Enquiries (up to 2020)	113	124	-	-
General Enquiries			87	13
Operations			79	34
Vandalism Reports	0	2	4	0
Total CSR's received	245	275	294	73

Bylaw Enforcement Tickets

In 2021, due to staff absences and the inability to fill the temporary position, bylaw enforcement was significantly reduced, as 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.

2019	2020	2021 Total	2022 First Quarter
332	249	66	1

Tickets sent to Collection

If a ticket has not been paid following two reminders to do so, the ticket will be referred to the Village's collection agency. Referral of tickets to collection has been impacted by staff shortages.

2019	2020	2021 Total	2022 First Quarter
139	85	16	0

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

The activities described in this report form part of the regular activities of Corporate and Legislative Services and are accommodated to the extent possible given the ongoing staffing limitations.

INTERDEPARTMENTAL IMPACT & APPROVAL

No interdepartmental impacts or approvals are required.

COMMUNITY CLIMATE ACTION PLAN

The 2022 First Quarter Administration Update report has no impact on the Community Climate Action Plan strategies.

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 2022 First Quarter Administration Update report be received for information.

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

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Scott McRae, Manager of Development Services

Subject: Development Services 2022 First Quarter Report

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services department in the first quarter of 2022.

BACKGROUND

Quarterly reports are provided throughout the year to keep 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 January 1 and March 31, 2022 in the following areas:

BUILDING DIVISION

In the first quarter of 2022, 41 permit submissions were received, 25 permits were issued, and 16 permit applications remain under review. The time between submission of an application and issuance of a permit is estimated to be 4-6 weeks for minor permits and a minimum of 12 weeks for standard permits, depending on the complexity of the project. This information is provided on the Village's website.

A breakdown of building permit data for the first quarter of 2022 is provided below:

Type of Permit	Permits Issued	Value of Construction	Permit Fees
Single Family Dwelling	1	\$ 1,070,000	\$ 8,040
Single Family Dwelling with suite	4	\$ 3,422,679	\$ 25,408
Other (decks, stairs, renovations, pools, plumbing, etc.)	19	\$ 207,000	\$ 5,660
Commercial/Industrial	1	\$ 80,000	\$ 100
TOTAL	25	\$ 4,779,679	\$ 39,208

The following development cost charges were collected in the first quarter of 2022:

Fund	DCCs Collected
Roads	\$ 363
Drainage	\$ 23
Sewer	\$ 905
Water	\$ 439
Parks	\$ 584
TOTAL	\$ 2,317

The table below shows permit submissions, permits issued, and fees and charges collected in the first quarters of 2021 and 2022:

Description	Total for 1 st Quarter 2022	Total for 1 st Quarter 2021	Percent Change
Building Permit Applications	41	45	-9%
Building Permits Issued	25	38	-34%
Building Permit Fees Collected	\$ 39,208	\$ 85,269	-54%
Value of Construction	\$ 4,779,679	\$ 9,936,342	-52%
DCCs Collected	\$ 2,317	\$ 34,875.40	-93%

The number of permit submissions was comparable between 2021 and 2022. That fewer permits were issued in 2022 reflects differences in applicant response times and the varying complexity of review requirements. The difference between development costs charges collected in the two periods is explained by the issuance of a multi-family building permit in the first quarter of 2021.

PLANNING DIVISION

2022 Current Development Applications

A list of applications currently in-house is provided below with information new to the first quarter 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; Expected before Council in 2nd Quarter
DP91	Sunstone Phase 2B Lot Grading	Permit Issued, Pending registration
DP92	Sunstone Phase2C Lot Grading with Variance	Permit Issued, Pending registration
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	Permit Issued, pending registration, building stages
DVP125	Harmony Reach (Wye Lands) – Combined Commercial Residential Development – road and parking variances	In Process; Awaiting info from Applicant
DVP131	Co-Living, Crabapple Court – Parking Variance	In Process; latest submission in review
OR131	Hwy 99 K- 12 Francophone School (SD93) –OCP & Zoning Bylaw Amendment	Waiting on details from MOTI and applicant
OR133	Nkwùkwma (Benchlands) OCP/Zoning Amendment	Update provided at Committee of the Whole on 01.18.2022
OR134	7374 Pemberton Farm Road East – Redwoods	Received 12.01.2021; Deferred 01.18.2022
OR135	7362 Pemberton Farm Road East (Lot C) – OCP/Zoning Amendment for 34 SFD lots and mixed-use commercial residential	Received 02.02.22 – In Process
OR136	SSCS- Affordable Housing Project	Received 18.03.2022- In Process
S071	1368 Fernwood – 4 Lot Subdivision	In Process
S076	1400 Oak Street – PSS Lot Split	TAL renewal request received, In process
S078	Sunstone Phase 2	TAL renewed 22.02.2022
S079	1929 Stone Cutter Place – VOP & SLRD	Registered 05.01.2022, completed
S081	Sunstone Phase 1C – 14 Fee Simple Lots + Remainder	In Process
S082	Sunstone Phase 3 – 9 Lots	Received 27.01.22; In process

SAP 2021-33	3005 Tenquille Place	Issued, work in progress
SAP 2021-34	3009 Tenquille Place	Issued, work in progress
SAP 2021-35	7662 Cerulean Drive	Issued, work in progress
SAP 2021-36	1500 Whitecap Crescent	Issued, work in progress
SAP 2022-1	1450 Alder Drive – Tree Removal	Issued, work in progress
SAP 2022-2	1775 Pinewood Drive – Site Prep	Issued, work in progress
SAP 2022-3	3016 Tenquille Place – Site Prep	Issued, work in progress
SAP 2022-4	7400 Arbutus Street – Tree Removal	Received 31.03.22- In process
SAP 2022-5	1313 Eagle Drive – Site Prep	Received 31.03.22 – In Process
SAP 2022-6	1315 Eagle Drive – Site Prep	Received 31.03.22 – In Process
BoV29	1353 Cedar Lane	Variance Issued
BoV30	1775 Pinewood Drive	Received 25.01.22- Variance not required
BoV31	1755 Pinewood Drive	Received 14.02.22 – Outside scope of BOV, Closed
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

The following table identifies the number of applications received in the first quarter:

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

2022 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of March 31, 2022.

Project	Status
Official Community Plan (OCP) Update	In Progress, Project Work Plan presented to Council 08.03.2022
Community Climate Action Plan (CCAP)	Adopted by Council 08.03.2022
Zoning Bylaw Text & Mapping Amendments	1 st and 2 nd reading 05.04.2022
Development Cost Charge (DCC) Bylaw Review	In Progress
Fee Waivers for Eligible Developments Policy	In Progress, Fees and Charges Bylaw amendment for 1 st , 2 nd and 3 rd reading 08.03.2022
Subdivision Development and Control Bylaw Review	In Progress

Official Community Plan (OCP) Progress Review

The OCP update project was kicked off at the end of the fourth quarter of 2021. The project work plan, presented to Council on March 8, 2022, described the scope and objectives of the review, the roles and responsibilities of those involved, and presented a preliminary schedule. Staff are working on a request for proposals (RFP) for the hiring of a consulting team, to be issued in the second quarter of 2022.

COMMUNICATIONS

The Development Services department works with the Communications & Grants Coordinator to regularly update the Village website with information related to planning and building and to meet statutory requirements related to notification.

The new online public engagement website, HaveYourSay.Pemberton.ca, is used to share information and seek input on long range planning projects.

Development Services provides an active listing of all building permits and development permits on the village website.

Beginning May 1, 2022, Building Services will issue a monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village.

LEGAL CONSIDERATIONS

There are no legal considerations.

IMPACT ON BUDGET & STAFFING

Development Services operates on a cost recovery basis as per Development Procedures Bylaw No. 887, 2020. Application fees are collected with development and building permit applications.

If the cost of review of a development application exceeds the deposit, additional staff time is cost-recoverable from the applicant.

The first quarter of 2022 saw significant changes to staffing. Lisa Pedrini, OCP Policy Planner, accepted another opportunity and resigned effective March 25th. Ms. Pedrini continued to help plan the launch of the Community Climate Action Plan under a one-month contract. As Ms. Pedrini's role as OCP Policy Planner was temporary, the decision was made not to replace her and instead use the funds to hire consultants to complete the OCP review. Chris Derouin, Building Official, also accepted another opportunity and submitted a letter of resignation, with his last day to be April 29, 2022.

Development Services is actively recruiting to fill the position of building official. Negotiations are underway with contract building officials to ensure continuity of services should the recruitment of a new building official take longer than expected.

INTERDEPARTMENTAL IMPACT & APPROVAL

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

COMMUNITY CLIMATE ACTION PLAN

BC Hydro Transition Incentives

The BC Energy Step Code is a performance path to energy efficiency in buildings that exceeds the current prescriptive requirements of the BC Building Code. In recognition of the challenge of transitioning to a higher standard, the Village, with the support of a grant from BC Hydro, offered financial incentives to builders from January 2020 to March 31, 2022 to assist builders with the transition to building under the BC Energy Step Code. Participation numbers were as follows:

INFORMATION	TOTAL	COMMENTS
Number of rebates provided by Program	22	
Number of builders who participated in Program	16	Some builders applied with multiple projects
Number of new homes impacted by program	18	4 homes received both incentives, 17 homes received at least one incentive
Funds dispersed in incentives	\$11,000	
Number of new projects received between January 1, 2020 and March 31 2022 that would be eligible for the incentives if they were to continue	70	This number includes projects that have building permits but are not yet at a stage of completion where they could apply before the March 31, 2022 deadline

The BC Hydro Transition Incentives Funding was allocated as follows:

- Incentives: \$11,000
- Education: \$ 1,000
- GST allocated: \$ 600
- Total: \$12,600

Community Climate Action Plan – Implementation

Development Services will lead the implementation of the Community Climate Action Plan in 2022 to the extent possible without dedicated resources. Staff have reviewed the actions, ranked them by cost and term, and identified over 20 actions that may be implemented to some extent in 2022. Four actions were identified as already implemented:

Strategy	Action	Comments
LEADERSHIP 1.2 – Building Staff and Financial Capacity for implementation	a. Report on climate action or sustainability implications in relevant reports to Council.	Implemented 08.03.2022
LEADERSHIP 1.4 – Communicate the Village’s Intended Actions on Climate Change	a. Declare a climate emergency to acknowledge that climate impacts are already causing loss of life and destroying vital ecosystems, and that the Village is prepared to mobilize its resources to take effective action at the necessary scale and speed.	Implemented 08.03.2022
NEW BUILD 1.1 – Accelerate implementation of the BC Energy Step Code	a. Plan to move up through the Step Code levels for both BC Building Code Part 9 (residential) and Part 3 (more complex, i.e. commercial, industrial, and mixed-use) buildings, based on industry support, before the provincially mandated timeline.	Implemented Currently
NEW BUILD 2.1 – Continue to provide outreach and incentives	a. Continue to promote existing Clean BC new construction incentives and provide additional incentives, as available, to subsidize costs of heat pumps, working with an energy advisor and airtightness testing.	Implemented Continuously

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 2022 First Quarter Report be received for information.

ATTACHMENTS: NONE

Prepared by:	Nikki Segovia, Building and Planning Clerk
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Date: April 26, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: Pemberton Fire Rescue 2022 First Quarter Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the first quarter of 2022.

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.

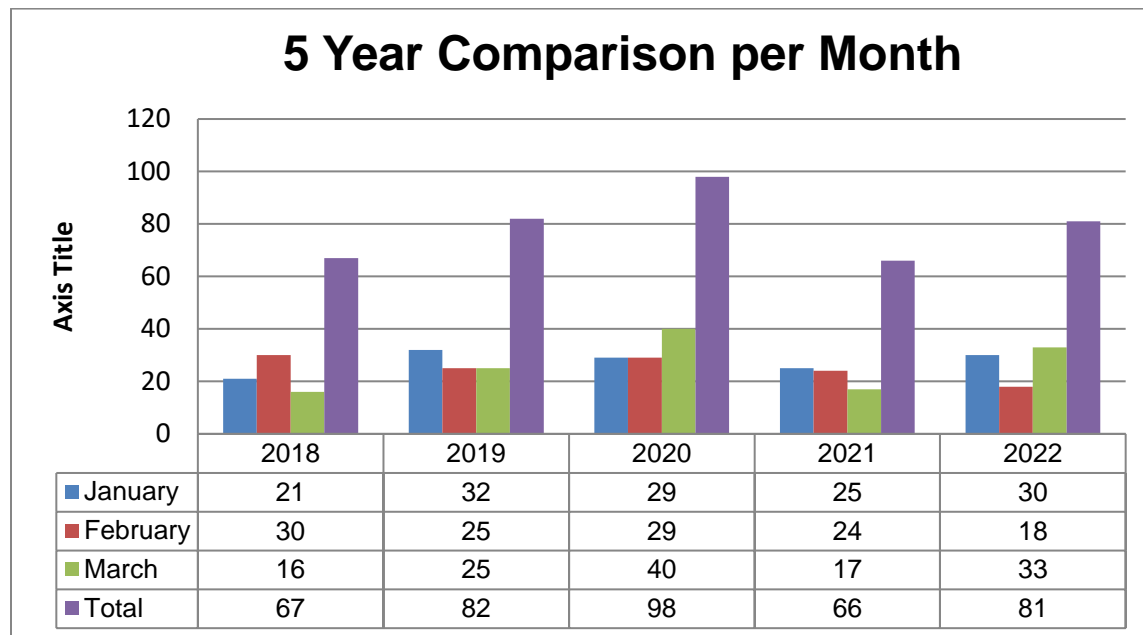
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

Incidents:

For the first quarter, Pemberton Fire Rescue responded to 81 incidents. In comparison to the 2021 first 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.

	2018	2019	2020	2021	2022
January	21	32	29	25	30
February	30	25	29	24	18
March	16	25	40	17	33
April	22	33	25	27	0
May	37	55	24	35	0
June	33	60	16	33	0
July	48	47	36	29	0
August	38	33	36	50	0
September	51	49	32	33	0
October	29	26	32	28	0
November	21	36	24	26	0
December	43	38	25	39	0
Totals	389	459	348	366	81

Number of Incidents per day for 2022 Year

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
1	1	0	1	0	0	0	0	0	0	0	0	0	2
2	3	0	0	0	0	0	0	0	0	0	0	0	3
3	2	1	1	0	0	0	0	0	0	0	0	0	4
4	2	0	2	0	0	0	0	0	0	0	0	0	4
5	1	3	1	0	0	0	0	0	0	0	0	0	5
6	1	0	0	0	0	0	0	0	0	0	0	0	1
7	1	0	1	0	0	0	0	0	0	0	0	0	2
8	0	2	1	0	0	0	0	0	0	0	0	0	3
9	0	1	1	0	0	0	0	0	0	0	0	0	2
10	1	1	0	0	0	0	0	0	0	0	0	0	2
11	2	3	2	0	0	0	0	0	0	0	0	0	7
12	1	0	0	0	0	0	0	0	0	0	0	0	1
13	1	0	2	0	0	0	0	0	0	0	0	0	3
14	0	1	1	0	0	0	0	0	0	0	0	0	2
15	2	0	2	0	0	0	0	0	0	0	0	0	4
16	1	0	1	0	0	0	0	0	0	0	0	0	2
17	0	0	1	0	0	0	0	0	0	0	0	0	1
18	1	0	3	0	0	0	0	0	0	0	0	0	4
19	1	0	0	0	0	0	0	0	0	0	0	0	1
20	1	0	1	0	0	0	0	0	0	0	0	0	2
21	1	2	2	0	0	0	0	0	0	0	0	0	5
22	1	1	1	0	0	0	0	0	0	0	0	0	3
23	0	1	0	0	0	0	0	0	0	0	0	0	1
24	1	0	3	0	0	0	0	0	0	0	0	0	4
25	1	0	1	0	0	0	0	0	0	0	0	0	2
26	1	1	2	0	0	0	0	0	0	0	0	0	4
27	0	1	1	0	0	0	0	0	0	0	0	0	2
28	1	0	2	0	0	0	0	0	0	0	0	0	3
29	0	0	0	0	0	0	0	0	0	0	0	0	0
30	1	0	0	0	0	0	0	0	0	0	0	0	1
31	1	0	0	0	0	0	0	0	0	0	0	0	1

Totals	30	18	33	0	0	0	0	0	0	0	0	0	81
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Days Month	31	28	31	30	31	30	31	31	30	31	30	31
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Colour Coding	1		2		3		4		5 - 10		11 +	
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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 2018.

Year	2018	2019	2020	2021	2022
Total # Incidents	389	459	348	366	81
Average # responders	5.02	4.84	6.72	7.01	7.75
Total Members Per Year	20	25	31	35	36
Percentage of members responded	25%	19%	22%	20%	22%

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 set out the number of members required to do each job.

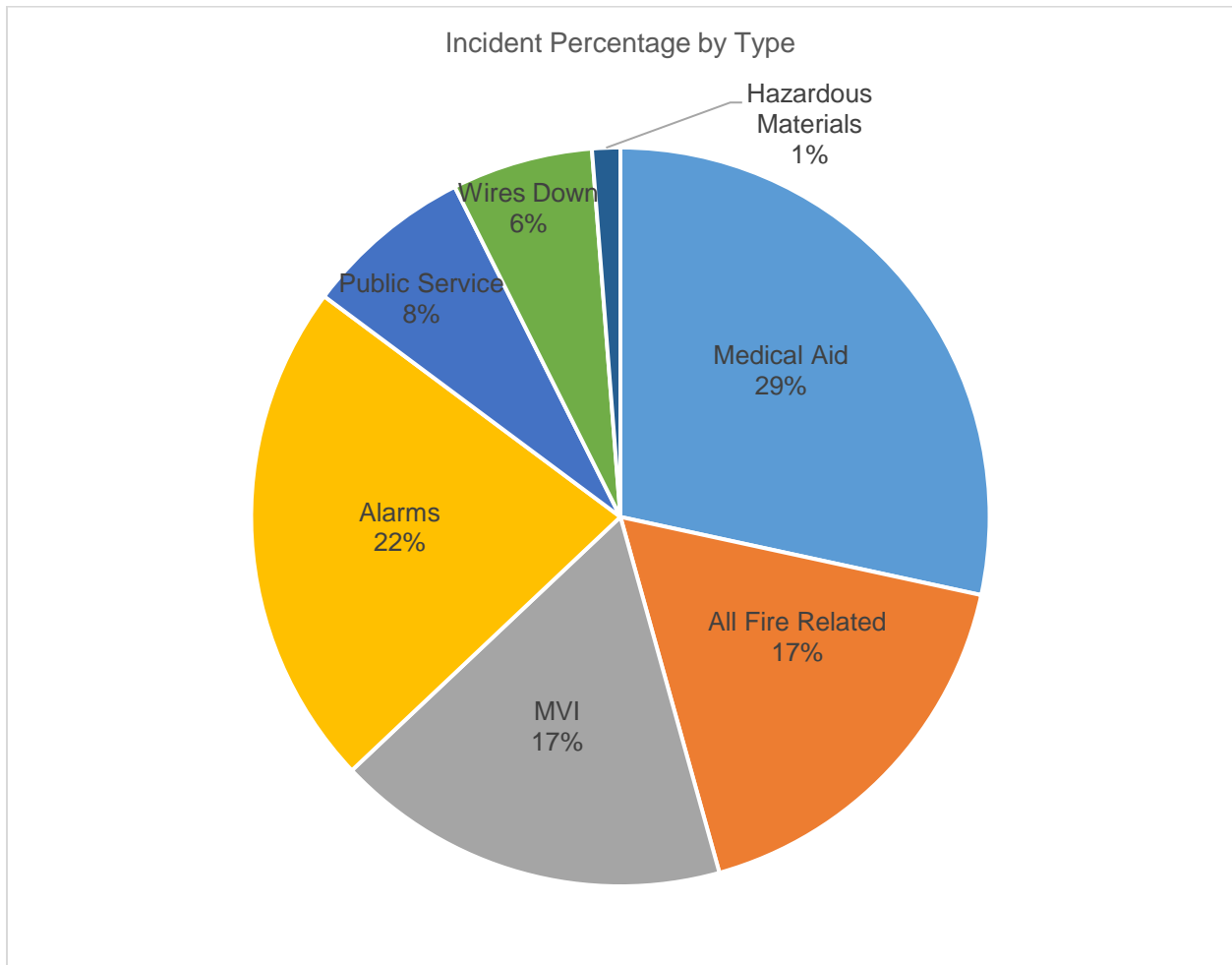
	Minimum Personnel Requirements	2018	2019	2020	2021	2022
Medical Aid	4	4.42	4.13	5.64	5.83	6.04
Motor Vehicle Accident	8	5.67	5.59	7.08	7.32	7.79
Alarms	*16	5.32	5.07	5.35	6.63	6.33
Wires Down	8	4.27	5.93	7.33	7.00	5.60
Burn Complaint	8	4.60	2.75	7.67	6.70	20.0
Chimney Fire	16	7.92	7.67	9.00	9.08	15.50
Smoke Sighting	8	6.13	5.87	7.64	10.50	0
Structure Fire	16	9.00	7.86	12.00	9.50	13.67
Vehicle Fire	8	6.00	5.70	8.83	13.00	9.00
Wildland Fire	16	7.45	6.00	7.20	8.67	0

*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).

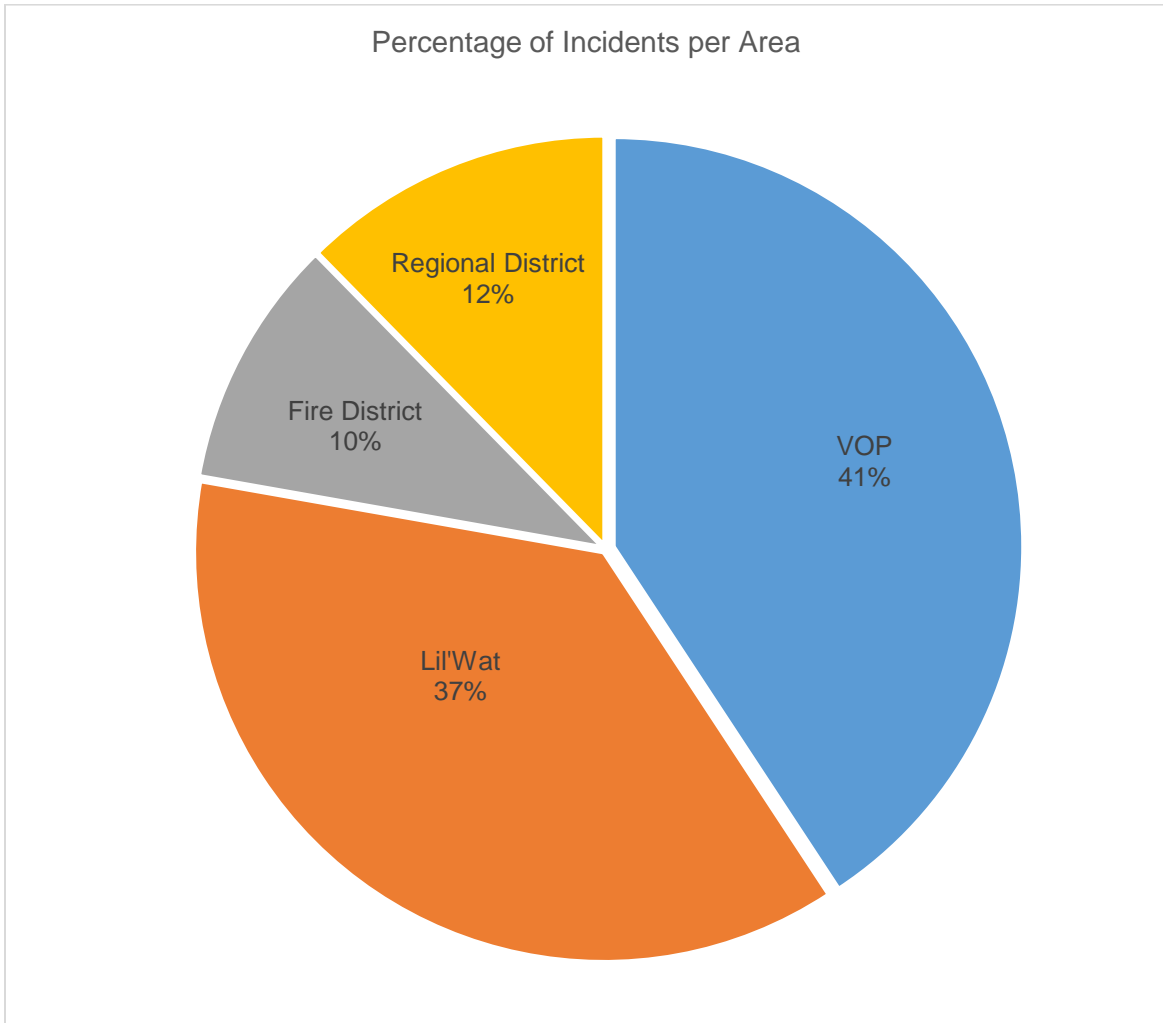


Incidents by Area:

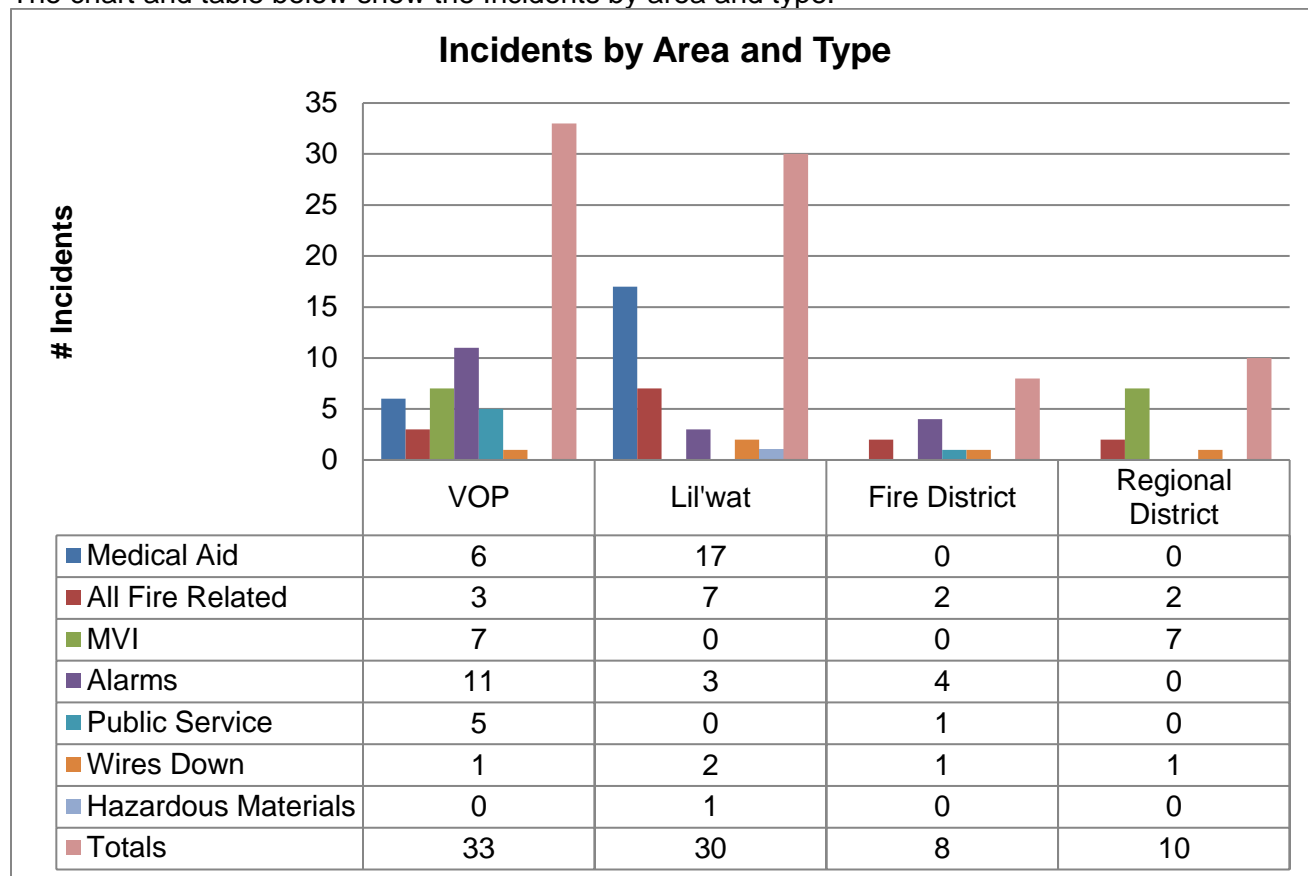
The breakdown of the incident reports is categorized into the following regions:

- 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)

The chart below shows 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 first quarter, membership stands at 36 and is comprised of two (2) full-time members and 34 volunteers (paid on-call) members. The membership is complemented with one (1) full-time administrative assistant and two (2) term FireSmart staff (coordinator and labourer).

Training:

In the first quarter, training sessions were held once a week with the members being divided into 4 groups. To be effective with the PFR training, it was more efficient to divide members up into 4 smaller groups rather than one large group.

First Quarter Commitments:

Commitment Type	Total Number	Hours
Training	13	38.00
Public Events	1	1
Meetings	5	4.75
Incidents	81	914.22

Fire Prevention, Inspections & Public Events:

During the first quarter, the following fire prevention, inspections, education, and public service initiatives were completed and attended by Pemberton Fire Rescue members:

- five (5) new business application reviews and fire inspections, and
- one (1) Public Service initiative: Olympic Cheer Support

COMMUNICATIONS

Review of the Pemberton Fire Rescue 2022 First Quarter Report does not require a communications element.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals for considerations at this time.

COMMUNITY CLIMATE ACTION PLAN

The Pemberton Fire Rescue 2022 First Quarter Report has no impact on the Community Climate Action Plan strategies.

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 are a benefit to the community, the Squamish-Lillooet Regional District and Lil'wat Nation.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Pemberton Fire Rescue 2022 First Quarter Report be received for information.

Prepared by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Robert Grossman, Fire Chief
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Date: Tuesday, April 26, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Adam Malpus, FireSmart Coordinator
Subject: Community Wildfire Resiliency Plan Committee

PURPOSE

The purpose of this report is to inform council of the establishment of a Community Wildfire Resiliency Plan (CWRP) Committee and to seek appointment of one (1) councillor as Council representative on the Committee.

BACKGROUND

As part of the Union of British Columbia Municipalities Community Resiliency Investment 2022 FireSmart grant funding received by the Village, \$25,855.88 has been allocated to developing a Community Wildfire Resiliency Plan (the “Plan”) for the Village. The purpose of the Plan is to identify the wildfire risks and hazards within the Village and surrounding community and to examine possible ways to reduce those risks and hazards and increase resiliency. Fuel treatment opportunity planning and emergency planning will be informed by the Plan.

DISCUSSION & COMMENTS

As per the [UBCM CWRP Instruction Guidelines](#), the objective of the CWRP Committee is to develop a community-driven, collaborative plan that reflects multiple disciplines and areas of expertise. Most importantly, the Plan must have local stakeholder buy-in and local authority accountability for its successful implementation. The Committee will be comprised of Village representatives from Development Services, Corporate & Legislative Services (Bylaw), Office of the CAO (Emergency Preparedness), and Pemberton Fire Rescue, as well as local stakeholders (BC Wildfire Prevention Officer, BC Parks Nairn Falls representative).

The primary roles of the elected official on the Committee are to provide Council perspective and participate in developing plan content, formulating actions and public engagement activities.

The Committee will undertake its work from May 2022 until January 2023, with the objective of completing the draft Plan by the end of October and presenting the final Plan to Council no later than January. Most of the Committee’s work will be completed before the local government elections in October. However, should there be a need to appoint a new council member to the Committee in November, this can be accommodated.

COMMUNICATIONS

Public consultation opportunities will be offered through the ENEWS and Village Website. A community open house hosted by B.A. Blackwell and Pemberton FireSmart will provide an additional opportunity for information sharing.

Once the Plan is established a communications plan will be developed in consultation with the Communications and Grant Coordinator.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

Participation in the monthly CWRP Committee meetings will require approximately 12 hours of time from each participant for the year. Coordination of the Committee will be facilitated by the Firesmart team and can be accommodated in the day-to-day activities of the Firesmart Program.

INTERDEPARTMENTAL IMPACT & APPROVAL

The development of the Plan is dependent on Staff participation. Approvals are shown below:

Emergency Program Coordinator approval by:	Sarah Toews, Emergency Program Coordinator
Pemberton Fire Rescue approval by:	Robert Grossman, Fire Chief
Development Services approval by:	Scott McRae, Development Services Manager
Recreation Services approval by:	Christine Burns, Recreation Manager
Corporate & Legislative Services approval by:	Gwendolyn Kennedy, Acting Manager, Corporate & Legislative Services
Office of the CAO approval by:	Sheena Fraser, Acting Chief Administrative Officer

COMMUNITY CLIMATE ACTION PLAN

This initiative aligns with the Community Climate Action Plan strategy, *Close the Loop on Waste*. All organic waste will be taken to Sea to Sky Soils for composting. In the first year of the FireSmart program we collected and properly disposed of over 8,000lbs of organic material. The CWRP will investigate ways to increase these opportunities.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This project has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council appoints one Councillor to act as Council representative on the Community Wildfire Resiliency Plan Committee.

ATTACHMENTS: NONE

Prepared by:	Adam Malpus, FireSmart Coordinator, Pemberton Fire Rescue
Manager Approval:	Robert Grossman, Fire Chief Pemberton Fire Rescue
Acting CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Christine Burns, Manager of Recreation Services

Subject: Recreation Service 2022 First Quarter Report

PURPOSE

The purpose of this report is to provide Council with an update on the first quarter activities of the Pemberton and District Recreation Services Department.

BACKGROUND

Quarterly reports are provided throughout the year to keep Council informed of Recreation Service projects and activities.

DISCUSSION & COMMENTS

This report provides an overview of first quarter activities undertaken by the department of Recreation Services from January 1 to March 31, 2022.

To create operational efficiencies, Staff established the fall and winter programming concurrently to the extent possible. Registration for both fall and winter programs opened on August 16, 2021.

Pemberton Community Centre Activities	Statistics 2022	Statistics 2021	Statistics 2020*	Statistics 2019
Registration	597 participants	516 participants	305 participants	944 participants
Classes Offered	87	70	62	180
Classes Cancelled	15 (17.3%)	8 (11.4%)	16 (25.81%)	18 (10%)
Classes Run	72	62	46	162
Gross Program Revenue	\$39,113.62	\$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, revenues received during this time are significantly reduced compared to previous years.

Due to bi-annual registration, planning for spring and summer programs took place in the first quarter, leading to the publication of the Recreation Guide online on Monday March 7, 2022. Spring and summer program registration began on Monday March 14, 2022. A total of 108 unique registrations, for a total deposit of \$23,372.03, made this the busiest registration day in PDCC history.

Winter Programming 2022

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 stated.

1. Children's Winter Programs:

Staff focused on creating as many school-aged programs as possible by hiring casual program leaders to complement existing successful community programs such as Pemberton Dance Studio, Jujitsu and Whistler Gymnastics.

Children's programs continued to run at full capacity. Where waitlists occurred, efforts were made to accommodate all by hiring new staff.

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. Interest was moderate to high, depending on whether the class was a value-added class or a registered program. A total of 120 value-added fitness classes were offered between January and March with 594 unique registrants. At the same time there were 37 registered fitness programs with 208 unique registrants. The number of participants in winter fitness programs was very encouraging.

3. Senior's Programs (average attendance/class)

Online programming for seniors continued to be offered throughout the winter months. Attendance was consistent when compared to the previous year, as shown below:

Programs	January – March 2022	January – March 2021
Strength Training	4	7
Chair Yoga	6	6

Men's Shed participation paused with the PHO modifications in December 2021 and resumed after January 18, 2022. The Pemberton Stitchers returned to the REC for their weekly sewing. Planning for more programming continued as guidelines were modified.

4. Youth Programming

Participation at The REC continued to fluctuate throughout the first quarter and has not yet returned to pre-pandemic capacity. Efforts to engage youth continued throughout the winter with Staff offering more activities during operating hours. Average participant numbers are shown below:

The REC (average participant use)	January – March 2022	January – March 2021
Wednesday	2	4
Thursday	1	7
Friday	10	17
Saturday	5	5

5. Adult Drop-In Sports

The first quarter of 2022 saw the return of adult drop-in sports with pickleball and badminton. All of this was accelerated with the successful application for a ViaSport grant for \$1,500 which allowed for the purchase of new equipment and nets.

Pre-Registered Fitness Centre Use

A total of 5,086 unique fitness centre bookings were made between January 1 and March 31, 2022.

The first quarter saw continued modifications to how fitness centres could operate. All fitness programming was canceled until January 18, 2022 as per Public Health Orders. Once open, the schedule below was maintained:

Fitness Blocks (Monday)	Fitness Blocks (Tuesday to Friday)
	6am – 7am
	8am – 9am
9am – 10am	9am – 10am
10am – 11am	10am – 11am
11am – 12pm	11am – 12pm
2pm – 3pm	2pm – 3pm
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 first quarter in comparison to the first quarter of 2021. Sales have increased consistently across the membership options, resulting in an overall increase in membership sales:

Pass Types	January - March 2021	January – March 2022
1 Month Adult	65	95
1 Month Senior/Student	9	25
10x Adult	147	164
10x Senior/Student	34	66
3 Month Adult	33	43
3 Month Student/Senior	4	16
6 Month Adult	8	10
6 Month Student/Senior	1	1
1 Year Adult	2	5
1 Year Student/Senior	1	25
Total	304	450

Facility Maintenance Update

The following maintenance work was undertaken in the first quarter.

January

- New Public Health Order (PHO) resulted in new partition for Customer Service Coordinator's desk space
- Sea to Sky Fire Prevention inspection and signoff
- Review Wifi shutoff and reset times at the REC
- Monthly Health and Safety Inspection
- Replace PDCC accessible door motor for main entry
- Significant snow and ice removal around the facility
- Lot 8 design review for Basketball Court

February

- Create Door Automation Report for Library to support accessibility project
- Order supplies for Spray Park
- Adjusted PHO decisions resulted in fitness equipment being moved back into the Fitness Centre
- Prepare for addition of Drop-In Sports and ensure all equipment in working order
- Snake and Irrigate drains in 2nd floor washrooms
- Review internal camera system
- Reseal and add finishing coat to floors, completed Room D, 2nd Floor Atrium
- Install APC power unit in cable room
- Quote from Sea to Sky to organize cable room
- Replace broken lenses on cubelites
- Build coat hooks for reception area
- Replace shower cartridge in Men's washroom
- Monthly Health and Safety Inspection
- Develop monthly building checklist for Recreation buildings and properties
- Facility Maintenance Coordinator complete Playground Inspectors Online Theory Course

March

- Review and amend cleaning contract
- Review Landscaping contract
- Facility Maintenance Coordinator write Playground inspectors certification
- Inspect submersible pumps in parkade for silt buildup
- Sweep parkade
- Refinish picnic tables
- Transfer galvanized gate from Gates Lake for use at Meadows
- Prep for Ductless Air Installation at the REC
- Schedule Flow Irrigation startup
- Complete drywall patching and painting in PDCC
- Schedule Scissor Lift Safety Inspection
- Design development to animate outdoor environment around PDCC
- Worked with the Communications and Grant Coordinator to develop the Whistler Blackcomb Foundation Grant Application
- Schedule Gates Lake Cleanup

Indoor Facility Use

Facility usage for the first quarter of 2022 varied due to PHO updates and settling into a rhythm with regular clients, including:

- École de Vallee (SD93) returned to in-class learning utilizing Room A, the Studio and the Great Hall on Monday, Wednesday, and Friday during school hours.
- Gymnastics continues full programming on Tuesday and Thursday in the Great Hall.
- Afterschool Care program in Room D.
- Pemberton Dance Academy in 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.

Facility – Pemberton and District Community Centre	Facility Agreements/Park Use Permits (PUPs)	# of Sessions	Hours of Use
Studio	5	59	329.50
Room C	2	23	23
Room B	14	43	129.50
Great Hall (C)	11	65	466
Great Hall (B)	11	53	398.50
Great Hall (A)	14	82	523
Youth Centre	11	76	353.5
Totals	68	401	2,223

Parks and Fields

As there was no field use during the first quarter, Staff focused on monthly checks with additional attention paid late in March as the snow receded. Staff undertook regular checks at Gates Lake Park as well.

Park use permits were issued for the following;

Facility	Facility Agreements/Park Use Permits (PUPs)	# of Sessions	Hours of Use
The Barn	2	5	19
One Mile Lake Park	2	15	126
Totals	4	20	145

PROVINCIAL HEALTH ORDERS

In December 2021 the Province announced an update to the Gatherings and Events Order which once again saw the closure of all fitness centres and programs except for some areas of programming that were permitted to continue (ie: children’s and youth programs). This triggered modifications to current PDCC operations, immediately resulting in a decrease in staffing levels. As this closure was not expected to extend beyond January 18, 2022, the Village chose to honour the scheduled shifts for casual staff.

On January 18, 2022, under new PGO guidance, partial opening of gyms and fitness centres occurred and included the following:

- All group fitness and exercise classes have a capacity limit of 25 people regardless of the size of the space.
- 2m distancing recommendation between patrons while exercising.
- Instructors do not need to wear a mask when exercising (e.g., leading a group fitness class) although it is recommended.
- All individuals, including personal trainers and instructors, must wear masks when not exercising.

On February 16, 2022 restrictions for gatherings and events were removed. Remaining in place are mask mandates for indoor public spaces, Proof of Vaccine (POV) and Covid-19 Safety Plans. POV and Mask requirements were re-evaluated prior to Spring Break.

On March 11, 2022 the Face Covering Order was repealed, resulting in masking no longer being required in indoor public spaces including workspaces.

COMMUNICATIONS

Recreation Services coordinates with the Communications and Grant Coordinator 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.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

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 approved at the SLRD Board of Directors meeting on June 23, 2021.

Budget and staffing impacts have continued to be incurred throughout the first quarter of 2022, particularly due to 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 adapt and actively planned and implemented interim programming with an aim to keeping the facility operational as permitted. In anticipation of moving forward to pre-pandemic operations, recruitment of 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. No interdepartmental impacts or approvals are required.

COMMUNITY CLIMATE ACTION PLAN

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

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 consistency through the Sea to Sky Corridor for members of each community.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Recreation Services 2022 First Quarter Report ne received for information.

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

Date: April 26, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Tom Csima, Manager of Operations and Projects
Subject: Operations 2022 First Quarter Report: January – March 2022

PURPOSE

The purpose of this report is to inform Council of the activities of the Department of Operations in the first quarter of 2022.

BACKGROUND

Quarterly reports are provided throughout the year to keep Council up to date with Public Works capital and operational projects and activities.

DISCUSSION & COMMENTS

As always, Public Works winter operations were in full force during the first quarter mainly focusing on snow and ice removal. Following high snow volumes in December, road and sidewalk clean-up took several weeks with snow piles growing larger than have been seen in recent years (Figure 3). Further work, including snow clearing from Village owned building roofs and storm drain clearing, was completed in anticipation of heavy rainfall during this period (Figure 2).

Regular spring clean-up activities followed, including gravel removal from parks, boulevards, roads and sidewalks, equipment servicing and maintenance, and minor pot-hole repairs.

Village staff successfully ratified a new collective agreement following negotiations with CUPE 2010, whose membership includes Public Works staff, without any disruption to services.

Lastly, with help from engineering consultants, the Operations department completed a water conservation plan, finalized a preliminary design report on a future water treatment plant, and applied for a large infrastructure grant to potentially fund this project (Figure 5).

Below is a list of the ongoing activities in the Operations Department and the maintenance projects completed during the first 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.
- WWTP outfall receiving environment monitoring program implementation.
- WWTP river hydrological survey.
- WWTP outfall dive inspections (Figure 1).
- Pothole repair and minor roads maintenance.
- SCADA controls improvements.

Parks

- Ongoing garbage collection from public receptacles and daily sanitization of public toilets.
- Spring parks cleanup, power raking/sweeping, spot repairs, etc.
- Christmas lights removal.
- Preparations for bike skills park project at Den Duyf Park. (Figure 4)
- Lot 13 park 'n' ride site layout and project planning.

The Operations Department was also involved in initial planning meetings and discussions of the firehall/municipal hall request for proposals and selection process, a review of confined space procedures (primarily at the WWTP), preliminary conversations with the Pemberton Valley Dyking District regarding a future ring dyke project, and interdepartmental FireSmart working group discussions.

Below are photos of some of the activities that took place in the first quarter.



Figure 1 – Divers preparing underwater inspection of WWTP outfall



Figure 2 – Snow load on gazebo roof at Pioneer Park



Figure 3 – Corner of Frontier and Aster snow piles (in front of Pemberton Hotel). Village of Pemberton

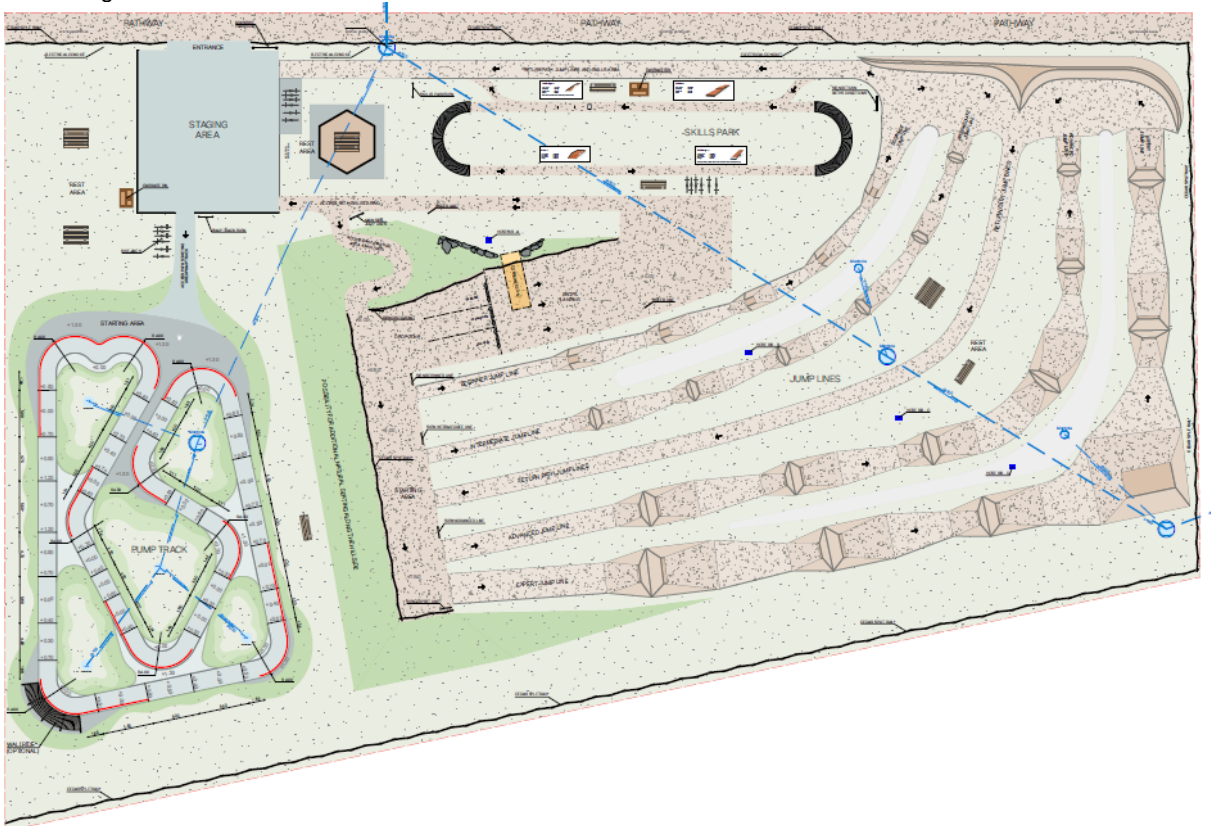


Figure 4 – Preliminary Mountain Bike Skills Park design

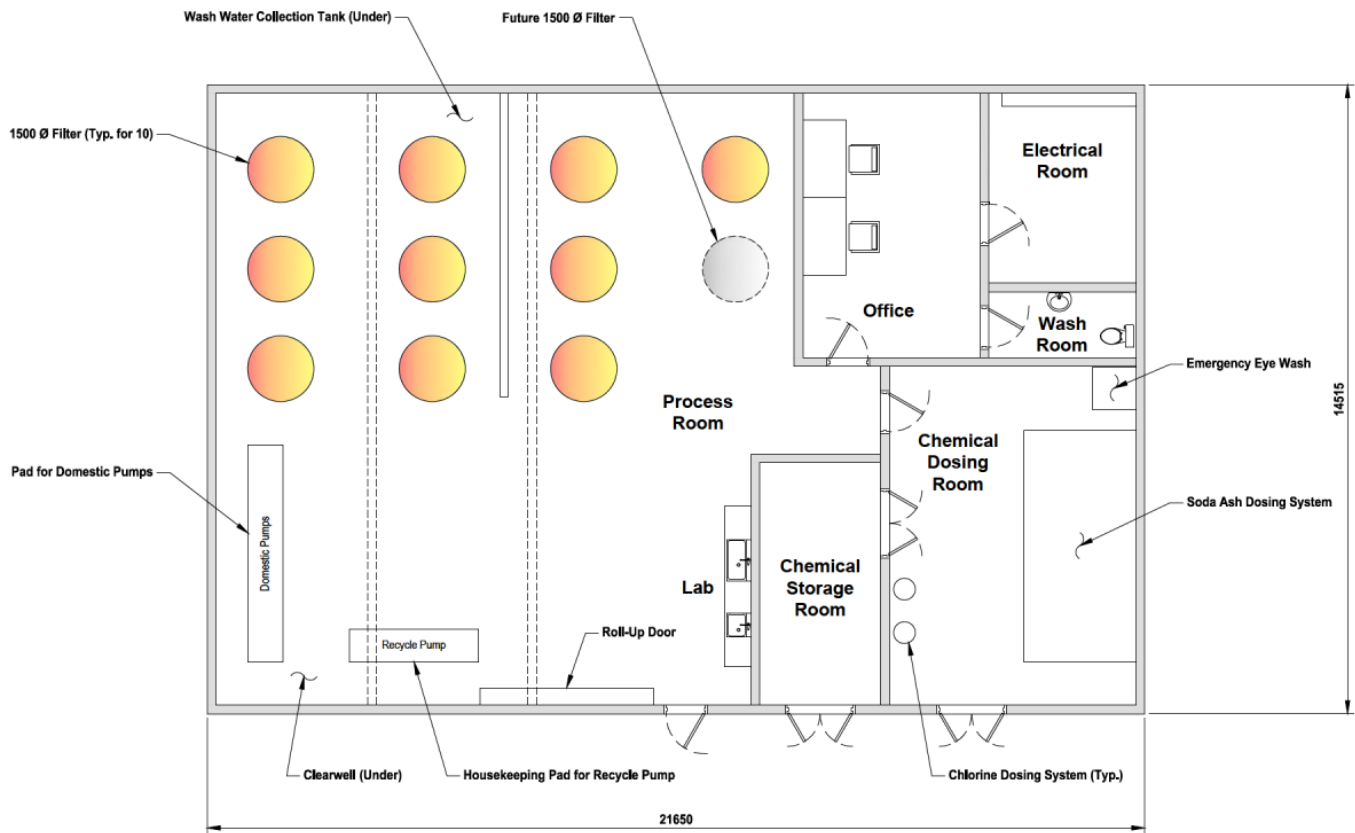


Figure 5 – Preliminary design layout of water treatment plant

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 used as required.

LEGAL CONSIDERATIONS

There are no legal considerations.

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 other departments through referrals and coordination of public notices, reports, and presentations to Council.

COMMUNITY CLIMATE ACTION PLAN

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

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 2022 First Quarter Report be received for information.

Submitted by:	Tom Csimá, Manager of Operations and Projects
Approved by CAO:	Sheena Fraser, Acting Chief Administrative Officer

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

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

Subject: Election and Assent Voting Bylaw No. 925, 2022

PURPOSE

The purpose of this report is to present to Council for first, second, and third readings, Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022. The bylaw will replace Bylaw No. 831, 2018, adding provision for mail ballots for the 2022 general local elections and future elections and assent voting.

BACKGROUND

Strong voter turnout is a fundamental indicator of a healthy democracy. If few people vote, electoral outcomes are not reflective of the views of the majority, and government decisions are not well supported. Thus, it is in a community's interest to improve voter turnout.

Unfortunately, local elections usually see lower voter turnout than provincial and federal elections. Acclamations are more common at the local government level, and an acclamation for one office often reduces voter turnout overall. Between 1993 and 2018, Pemberton has seen between 240 and 800 voters cast ballots in the elections for mayor, councillor, and school trustee.

Research has shown that many factors affect a person's decision to vote. While some, such as charismatic candidates and good weather, are outside of a municipality's sphere of influence, others, including convenience and ease of registering and voting, can be improved by the municipality for little cost.

Pursuant to s. 104 of the *Local Government Act*, voting opportunities at general local elections include general voting day, advance voting opportunities (one is required; additional opportunities may be offered), and, if offered by the local government, special voting opportunities and mail ballots. To encourage voter participation, the Village offers two advance voting opportunities, one on the tenth day before general voting day, as required under s. 107 of the *Local Government Act*, and an additional opportunity three days in advance of general voting day, as set out in [General Local Election Procedures Bylaw No. 831, 2018](#).

The Village has not in the past offered mail ballots. Prior to May of 2021, under provincial legislation, mail ballots could be provided only to electors who were unable to attend a polling station in person. However, a change to the *Local Government Act* now authorizes local governments to offer mail ballot voting to any eligible elector who requests it.

DISCUSSION & COMMENTS

In the interest of improving voter turnout at the upcoming 2022 general local elections, staff recommend that the Village add mail ballots to the available voting opportunities. The cost of providing mail ballots, which includes the cost of envelopes, printing, postage, and staff time to manage the process, can be accommodated under the budget established for the 2022 general local election.

As set out in s. 110 of the *Local Government Act*, a local government may, by bylaw, permit mail ballot voting and elector registration. The bylaw must establish procedures for voting and registration by mail and establish, or authorize the chief election officer to establish, time limits in relation to voting by mail.

Staff have prepared a bylaw that includes provision for voting and voter registration by mail, establishing some time limits and authorizing the Chief Election Officer to set other time limits for issuing and accepting mail ballots.

The bylaw format has been updated to reflect current legislative conventions. Redundant sections have been removed for simplicity. Except for the addition of mail ballots, no significant changes have been made to the bylaw. The bylaw is attached as **Appendix A**.

COMMUNICATIONS

There is no requirement for public notice of readings or adoption of an election procedure bylaw.

If the bylaw is adopted as presented with the addition of mail ballots as a voting opportunity, public notice of the mail ballot voting opportunity will be provided as set out in s. 110 (5) of the *Local Government Act*.

LEGAL CONSIDERATIONS

Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022 meets the requirements set out in section 56 (1) of the *Local Government Act*.

IMPACT ON BUDGET & STAFFING

Preparation of the bylaw forms part of the duties of the Corporate & Legislative Services department and of the chief election officer and has no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts associated with the proposed bylaw.

COMMUNITY CLIMATE ACTION PLAN

The proposed bylaw has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The Village facilitates the election of the Village of Pemberton school trustee on behalf of School District No. 48 (Sea to Sky) (SD48).

The Village has informed Danielle Haverstock, Secretary-Treasurer, SD48, of the possibility of adding mail ballots to the voting opportunities available for the 2022 general school election and general local election and has received the support of SD48. Correspondence from Ms. Haverstock is attached as **Appendix B**. Once the Village's Elections Procedure is adopted, the School District will update their own Elections Procedure bylaw to align and reflect the use of mail ballots within the Village of Pemberton.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022 receive First, Second, and Third Readings.

ATTACHMENTS

Appendix A: Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022

Appendix B: Correspondence from Danielle Haverstock, Secretary-Treasurer, SD48, supporting the addition of mail ballots to the voting opportunities available for the 2022 elections.

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

**VILLAGE OF PEMBERTON
BYLAW No. 925, 2022**

A bylaw to establish procedures for the conduct of general local elections and other voting.

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

PART 1: CITATION

1. This bylaw may be cited for all purposes as the “Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022”.

PART 2: INTERPRETATION

- 2(1) In this Bylaw, a reference to a statute, regulation, or enactment refers to that enactment as amended or replaced from time to time.

- 2(2) In this Bylaw,

Applicant means an elector who makes a request for a mail ballot;

Authorized person means a person that the applicant has authorized, on the applicant’s behalf, to:

- a) pick up a mail ballot package; or
- b) drop off a completed mail ballot package.

Register of mail ballots means the records that the chief election officer must keep that will enable the chief election officer to address any challenges to an elector’s right to vote.

Village means the Village of Pemberton

- 2(3) The definitions contained in the *Local Government Act* shall apply in this bylaw.
- 2(4) If any part, section, sentence, clause, phrase, or word of this Bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion will be severed and the remainder of the Bylaw deemed valid.

PART 3: GENERAL ELECTION PROCEDURES

Access to Nomination Documents

- 3(1) Nomination documents and elector organization endorsement documents will be made available for public inspection:
 - a) at the *Village* office during its regular office hours; and

b) on the *Village* website

from the time of delivery until thirty (30) days after the declaration of election results.

Voter registration

3(2) Registration of electors is limited to:

- a) registration at the time of voting or,
- b) by mail in conjunction with mail ballot voting.

Scrutineers

3(5) The following restrictions apply to scrutineers permitted under sections 120 and 181 of the *Local Government Act* to be present at a voting place:

- a) cellular phones may not be turned on; and
- b) other electronic devices may not be used.

Part 4: ADVANCE VOTING OPPORTUNITIES

4 (1) In addition to the advance voting opportunity on the tenth day before general voting day, a second advance voting opportunity shall be held on the third day before general voting day from 8:00am to 8:00pm at a location to be established by the chief election officer.

4 (2) The chief election officer may establish additional dates for voting opportunities in advance of general voting days and designate the voting places and voting hours for these voting opportunities.

Part 5: MAIL BALLOT VOTING

5 (1) Voting may be done by mail ballot.

5 (2) The chief election officer may establish time limits in relation to voting by mail in addition to those set out in this section.

Application Procedure

5 (3) An applicant shall apply for a mail ballot by giving their name and address to the chief election officer during the period:

- a) commencing fourteen (14) days before the first advance voting day; and
- b) ending at 4:00pm on general voting day.

5 (4) Upon the applicant making a request for a mail ballot, the chief election officer shall, between the time when the ballots are ready and 4:00pm on general voting day,

- a) make available to the applicant, a mail ballot package which contains:
 - i. the content set out in section 110(7) of the *Local Government Act*;
 - ii. additional instructions;
 - iii. a statement advising the elector that the elector must meet the eligibility criteria to vote; and
 - iv. a statement that the elector must attest to their eligibility to vote.
 - b) record in the register of mail ballots, and, upon request, make available for inspection:
 - i. the name and address of the elector to whom the mail ballot package was issued; and
 - ii. any other information that the chief election officer deems helpful to maintain the register of mail ballots.
- 5 (5) As per the applicant's direction, the chief election officer may distribute the mail ballot package in any of the following ways:
- a) sending the mail ballot package by Canada Post;
 - b) sending the mail ballot package by courier at the expense of the applicant;
 - c) having the mail ballot package picked up by the applicant at a designated time and location; or
 - d) having the mail ballot package picked up by an authorized person at a designated time and location.
- 5 (6) The chief election officer may request that the authorized person show identification and sign a form before providing the authorized person with the mail ballot package.

Voting Procedure

- 5 (7) To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- 5 (8) After marking the ballot, the elector shall:
- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - b) place the secrecy envelope in the certification envelope, complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - c) place the certification envelope, together with a completed elector registration application, in the outer envelope, and then seal the outer envelope; and

- d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received by the chief election officer no later than the close of voting on general voting day.

Ballot Acceptance or Rejection

5 (9) Until 9:00am on the day before general voting day, the chief election officer shall, upon receipt of the mail ballot return envelope and its contents:

- a) immediately record the date of receipt in the register of mail ballots; and
- b) open the return envelope.

5 (10) When the chief election officer examines the mail ballot certification envelope, the chief election officer shall:

- a) confirm the identity of the elector as an applicant on the register of mail ballots;
- b) determine the fulfilment of the requirements in section 70 of *the Local Government Act* and the completeness of an application to register; and
- c) determine the completeness of the certification envelope.

5 (11) If the chief election officer is satisfied that the elector has met the requirements in section 5(10), the chief election officer shall:

- a) mark the certification envelope as “accepted”, and
- b) place the accepted certification envelope with the other accepted certification envelopes.

5 (12) If the chief election officer determines that:

- a) the chief election officer is not satisfied as to the identity of the elector; or
- b) the elector has not completed the application to register properly,

the chief election officer shall mark the certification envelope as “rejected”, indicate the reason for the rejection and set aside the rejected certification envelope unopened.

5 (13) The chief election officer shall retain in their custody all accepted and unaccepted certification envelopes.

5 (14) After 9:00am on the day before general voting day, the chief election officer, in the presence of at least one (1) other person, including any candidate representatives, shall:

- a) deal with any challenges to the electors involving the accepted certification envelopes;

- b) open the certification envelopes;
 - c) remove the secrecy envelopes containing the ballots; and
 - d) place the secrecy envelope containing the ballot in the ballot box.
- 5 (15) If the chief election officer receives a return envelope with its contents after 9:00am on the day before general voting day but before the close of general voting, the chief election officer shall:
- a) handle those return envelopes in accordance with section 5(9) at the time that the chief election officer receives the return envelopes;
 - b) retain all certification envelopes until the close of general voting day;
 - c) process the accepted certification envelopes in accordance with sections 5(10) through 5(14) after the close of general voting day.
- 5 (16) As soon as possible after all the secrecy envelopes have been placed in the ballot box, in the presence of at least one (1) other person and any candidate representatives, the chief election officer shall supervise:
- a) the opening of the ballot box;
 - b) the opening of the secrecy envelopes, and
 - c) the counting of the ballots in accordance with the provisions of the *Local Government Act*.
- 5 (17) If the chief election officer receives a return envelope with its contents after the close of general voting day, the chief election officer shall:
- a) mark the return envelope as “rejected”;
 - b) indicate the reason why the return envelope was rejected on the return envelope; and
 - c) place the unopened return envelope with the other rejected return envelopes.

Challenge of Elector

- 5 (18) A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act* up until 9:00am on the day before general voting day.

Elector’s Name Already Used

5 (19) If, upon receiving a request for a mail ballot, the chief election officer determines that another person has voted or has already been issued a mail ballot in the elector’s name, the chief election officer shall comply with section 127 of the *Local Government Act*.

Replacement of Spoiled Ballot

5 (20) If an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by:

- a) advising the chief election officer of the ballot spoilage; and
- b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer.

5 (21) Upon receipt of the spoiled mail ballot package, the chief election officer shall record such fact and proceed in accordance with sections 5 (4) through 5 (6) of this Bylaw.

PART 6: RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

6 (1) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

PART 7: REPEAL

7 (1) Village of Pemberton General Local Government Election Procedures Bylaw No. 831, 2018, is repealed.

READ A FIRST TIME this 26th day of April, 2022.

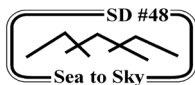
READ A SECOND TIME this 26th day of April, 2022.

READ A THIRD TIME this 26th day of April, 2022.

ADOPTED this ____ day of _____, 2022.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer



February 16, 2022

Gwendolyn Kennedy
Legislative Assistant
Village of Pemberton
P.O. Box 100
Pemberton, BC
V0N 2L0

Via Email: gkennedy@pemberton.ca

Re: General Election October 2022 – Mail Ballots

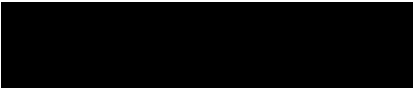
Dear Gwendolyn Kennedy,

This is in response to your letter dated February 9, 2022 regarding the Village of Pemberton considering amending their General Election Procedures bylaw to add the option of mail ballots for the 2022 General Election.

We are in support of the addition of mail ballots option in an effort to increase participation, especially considering the current COVID-19 situation. We are also in support of adjusting the cost-sharing agreement between the Village and School District No. 48 to include the one-third costs associated with the addition of mail ballots option.

I would appreciate it if you can let us know of the Council's final decision regarding the proposed amendments to the Bylaw, which will be brought forward at the March 8th Council meeting.

Sincerely,


Danielle Haverstock
Secretary-Treasurer
School District No. 48 (Sea to Sky)
Dhaverstock@sd48.bc.ca
604-892-5228 X 104

From: [REDACTED]
Sent: Thursday, April 7, 2022 1:21 PM
To: VoP Admin <admin@pemberton.ca>; 'Sturdy.MLA, Jordan' <Jordan.Sturdy.MLA@leg.bc.ca>
Subject: Affordable Rental Housing

April 7, 2022

The Honorable Jordan Sturdy, MLA for West Vancouver Sea to Sky
His Worship Mike Richman, Mayor of Pemberton

Good Afternoon Sirs,

This is my second letter to you both regarding the lack of affordable rental housing in Pemberton. While I have yet to be contacted by Mr. Sturdy, I was pleasantly surprised by the initial response from the Village of Pemberton. I was informed my letter would be discussed at the next regular council meeting. This was a sign to me the Mayor and council were taking the issue seriously and would begin a constructive discussion on affordable rental housing in Pemberton.

I eagerly watched the council meeting via Zoom link last night. To my extreme disappointment, this 'discussion' lasted less than ninety seconds. Mayor Richman advised the council of my suggestions to reduce annual property tax for homeowners renting to long term tenants, and a suggested cap on the maximum amount of rent charged per unit. Councillor Craddock stated, "We can't reduce property tax." Councillor Antonelli raised the question of if Air BnB rentals should be investigated. This was quickly dismissed as a 'non-issue due to the Village having in place a short-term rental license requirement.' Regarding a cap on rent, Councillor Craddock stated, "Mortgages are higher now, this is why rents are higher." Mayor Richman chose not to comment in any capacity, other than to forward a motion I receive a response to my letter.

I am utterly flabbergasted by this inaction. Why are our elected officials essentially shrugging their shoulders and saying there is nothing they can do? Not even taking five minutes to discuss this issue indicates their complete disconnect from families like mine that depend on rental stock for housing. Why can't we reduce property tax? Having long-term tenants increases the per capita spend in our local businesses. Long-term tenants shop in our stores, enroll their children in community centre programs, and work in our local businesses. Why can the Village not investigate the current use of secondary suites in Pemberton? A simple survey of homeowners with registered secondary suites would give the Village a clearer picture on how many of these suites are not in the rental pool.

As for Councillor Craddock's comments on mortgages and rental prices, I respectfully suggest he educate himself on the gentrification occurring in our community. When people sell their overvalued homes in the Lower Mainland, they arrive in Pemberton pleasantly surprised their mortgage has become affordable. This allows them to let their secondary suites go vacant. The continual rapid increase in monthly rent charged is solely due to the unprecedented lack of supply.

Pemberton's 'Age-Friendly Affordable Housing Action Plan' from October 2019 vision states: "This plan seeks to create an inclusive and age-friendly community that has a full range of affordable housing types and tenures for current and future residents of all income, ages, lifestyles and abilities." Strategic Direction #3 in this plan states the intent to "Provide information and outreach to community members." Does this statement exclude renters? Is the Village only interested in the ideas and opinions of homeowners as they are the people paying property taxes? I am tired of renters being looked down on as 'less than'. I am tired of being told we can't look at an available suite because we have a child. I am

heartbroken hearing from others in our community that must move elsewhere as they cannot find a home.

This exodus of the people that work in our businesses should be spurring an immediate call to action. The availability of affordable rental housing for low to middle income earners is directly tied to the viability of our business community. A community is only healthy when all of those in it are valued, their voices are heard, and action is taken in times of need. If what I witnessed during the council meeting was municipal politics in action, then no wonder the status quo is not being challenged. It is time for action, for new ideas and possible solutions, and time to spur decisive change. I respectfully ask Mayor and council if they choose to answer this call to action. The time is now.

Sincerely,

Tania Chiasson

[Redacted signature block]

The contents of this email transmission and any accompanying attachments are confidential and intended only for the recipient. Please advise the sender if you received this transmission in error.

From: no-reply@webguidecms.ca <no-reply@webguidecms.ca>

Sent: Sunday, April 10, 2022 11:28 AM

To: Sheena Fraser <sfraser@pemberton.ca>; Gwendolyn Kennedy <gkennedy@pemberton.ca>

Subject: Website Submission: Write to Mayor & Council - pemberton.ca

Village of Pemberton - Website Submission: Write to Mayor & Council - pemberton.ca

Website Submission: Write to Mayor & Council - pemberton.ca

Form Submission Info

First Name: Emi

Last Name: Yoshihara

Street Address: [REDACTED]

PO Box:

Town/City: Whistler

Province: British Columbia

Postal Code: V8E0E8

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Hello,
My name is Emi Yoshihara.
I am an ECE, Infant toddler and special needs educator.
I live whistler and working at daycare in Pemberton.

I am having been very hard time to commute whistler to pemberton past 2 months because of the bus strike.

My manager is not so helpful for this commute situation.
I am getting exhausted tired mentally and physically.
I sometime have to leave my home very early in the morning because of a ride.

I am not able to attend to work on time because of this bus strike.

If I did not find solutions myself
to go work on time till in May, I may be terminated.
I will lose my job.

I believe that my qualifications and my work is very valuable and important for children our
community and I hope I can keep enjoying to working with all children who I love sooooo much in
Pemberton.

I hope you can help me to find out solutions to finish a bus strike or other idea for our way to
commute between Whistler and Pemberton.

I desperately need your help.

Sincerely,

Emi Yoshihara

Village of Pemberton

Website Submission: Write to Mayor & Council - pemberton.ca

Form Submission Info

First Name: Craig

Last Name: McConnell

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N2L1

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable): Harrow_Road.pdf

Message to Mayor & Council: Please find letter attached on behalf of the Monte Vale Strata Council regarding the proposed affordable housing project on Harrow Road.

Village of Pemberton

April 12, 2022

Craig McConnell
O/B Monte Vale Strata Council
7381 Laurel St.
Pemberton, BC
V0N 2L1

Village of Pemberton
Council and Mayor

As details for the new affordable housing project on Harrow Road become more defined, the Monte Vale Strata Council would like to formally register a number of concerns and questions that have come to our attention. While we appreciate the desperate need for affordable housing in Pemberton, the council is concerned that the building as proposed may be unsuitable for the lot. As the Monte Vale complex will share a partial property line with the project, the decisions made about the building may directly or indirectly affect owners in Monte Vale in a negative way.

Parking:

In a recent information session, planners stated that they are considering cutting parking stalls for the 63 units and commercial spaces to bring down building costs. This was an approach taken by the Whistler Development Corporation in the Cheakamus Crossing neighbourhood in Whistler as an incentive to promote other means of transport. The plan backfired and has created a parking nightmare for them. The Monte Vale strata is concerned that without adequate parking, it will push more vehicles into the Glen neighbourhood and more specifically around Monte Vale.

Flood Mitigation:

The Monte Vale complex has done extensive flood mitigation work in recent years at our own expense. The engineering of storm water management for Harrow Road has the potential to directly impact the our flood response plan and for the flood management for the Glen as a whole. As a result, we are hoping to have a number of questions answered:

1. Will the storm water system feed into the existing outflow / headwall of the village near the bridge of highway 99?
2. Monte Vale installed a pump knowing our storm water system was engineered to the 2003 Dyke height. Does the village have a plan with the new construction to address the Glen with regards to the new Dyke height as of 2003?
3. Once the Arn Canal is full is there enough head pressure in the current system to open the outflow gate by the bridge of highway 99 to disperse rain water?
4. Will the new build have a stand alone drainage system with intake / cisterns that are the same elevation as the dyke with its own connection to the dyke and outflow?

Thank you for considering our concerns.

Sincerely,

Monte Vale Strata Council

Website Submission: Write to Mayor & Council - pemberton.ca

Form Submission Info

First Name: Sophie

Last Name: Rivers

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N2L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Dear Mayor and Council,

I am writing to express concern over the proposed SSCS Harrow Road project. After reviewing the initial proposal, the two main areas that I believe are not being considered carefully enough in the plans are as follows:

Parking: The initial proposal has ambitious parking plans that will be unlikely to accommodate both the buildings residents nor the employees and patrons of its proposed commercial units. As has already been shown in the Radius, Orion, Elements and Expedition Station Developments, the Village of Pemberton needs to take a better approach to allocating parking in new builds to avoid creating conflict (both for neighbouring property's and the Public Works department needing to plow in winter). The current reduction of parking being taken by new developers and approved by the Village, is simply not working and needs to be taken more seriously as our community continues to grow.

Bylaw Amendment – Until a revision has been completed to Pemberton’s Official Community Plan, I urge Council to not move forward in amending development bylaws that permit any five storey buildings within the Village, no matter their location or intended use. Allowing one to go ahead sets a precedent for the future that could drastically alter how the town develops over the next ten years. With so many developments already underway, there are other possible avenues the Village could be exploring with developers to increase access to affordable housing, rental housing and special needs housing while providing a greater diversity of housing types, not just ‘high rise’ condos.

Regards

Sophie Rivers
Village of Pemberton

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

Here's why we need you: Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,

Paul Gregory
Senior Oceans Campaigner

Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.

**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

April 7, 2022

File # 0400-20

Via email: EDUC.Minister@gov.bc.ca

Ministry of Education and Child Care
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Whiteside:

Re: Extended Hour Child Care for Shift Workers

At the March 28, 2022 Regular Council Meeting, the City of Fort St. John Council passed the following resolution:

"WHEREAS, provisions in the Community Care and Assisted Living Act - Child Care Licensing Regulation state that a licensee must not provide care for more than 13 hours each day to each child;

AND WHEREAS, there is a need for extended shift workers to access child care beyond the current 13 hours per day per child;

THEREFORE, be it resolved that NCLGA and UBCM lobby the Provincial Government to amend the Child Care Licensing Regulation to accommodate extended hour child care to support shift workers and their families.

AND THAT, the resolution also be sent to the Ministry of Education, MLA Dan Davies, and copied to all UBCM member municipalities."

Northern Health, YMCA of Northern BC and School District 60 have partnered to pilot an extended care and learning centre in our community. The 13-hour day of care per child limitation places an additional stress on the licensee to meet that metric when the target population for the pilot program consists of the extended work day healthcare shift worker.

With the limited extended hour child care options for families of shift workers we ask for an amendment to the Child Care Licensing Regulation to accommodate a variety of work schedules.

....2

Sincerely,



Bonnie McCue
Corporate Officer

cc MLA Dan Davies, Peace River North
Dan.Davies.MLA@leg.bc.ca
Union of BC Municipalities

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
V0E 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



April 7, 2022

BC Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2
ENV.minister@gov.bc.ca

DELIVERED ELECTRONICALLY

Re: Invasive Mussel Defense Program

The District of Sicamous implores the Ministry to not only continue, but to increase the funding for the Invasive Mussel Defense Program and prioritize enforcement of watercraft inspections at the BC Provincial border.

The Okanagan Basin Water Board (OBWB) communicated a list of calls to action to stop zebra and quagga mussels from infesting B.C. waterways (enclosed). We strongly support these actions and the continued funding for this vital program.

The OBWB's six recommendations include:

1. *Maintain IMDP core program funding at 2021 levels of minimum \$3.5 million per year, adjusted for inflation going forward.*
2. *Introduce "pull-the-plug" legislation, requiring all watercraft to remove drain plugs prior to travelling on B.C. roads.*
3. *Review and update B.C.'s 2014 Early Detection, Rapid Response (EDRR) Plan for invasive mussels, and provide a window for public consultation prior to final publishing.*
4. *Provide toolkits and resources for local governments to conduct vulnerability assessments and put in place mitigation measures like retrofitting in-water infrastructure.*
5. *Introduce legislation to require all out-of-province watercraft to be inspected prior to being launched in B.C. waters.*
6. *Provide additional funding to invasive species groups in high-risk regions for monitoring, outreach and education.*

Increased funding and enforcement is necessary to avoid the dire consequences should invasive mussels enter our waterways. An infestation will affect our drinking water, our eco system, local businesses, and the tourism business that Sicamous depends on.

Local municipalities have taken up the call to educate residents and visitors to “Clean, Drain and Dry” watercraft when leaving our lakes and rivers but we rely on the Province to enforce the protection of our waters from invasive species with the use of border inspection sites.

We call upon on the Minister of Environment and Climate Change Strategy to reconsider the long-term consequences of reducing funding for watercraft inspections. We must make the effort to prevent invasion of our water resources.

Regards,

DISTRICT OF SICAMOUS



Terry Rysz, Mayor

cc: MP Mel Arnold
MLA Greg Kylo
Shuswap Watershed Council
UBCM Member Municipalities
First Nations Communities
Okanagan Basin Water Board

Enclosure.

March 9, 2022

NEWS RELEASE

WATER BOARD CALLS FOR STRONGER MUSSEL PROTECTION AS COVID TRAVEL RESTRICTIONS EASE

Kelowna, B.C. – As boating season quickly approaches and COVID-19 travel restrictions ease, the Okanagan Basin Water Board is calling on the province to bolster its Invasive Mussel Defence Program (IMDP) in preparation for what is expected to be a busy tourist season. Today, the local government agency sent a letter to B.C.'s Minister of Environment and Climate Change, George Heyman, with a list of six calls to action.

“Since 2015, the IMDP has prevented 137 infested watercraft from entering provincial waters by conducting more than 220,000 inspections. Many of the infested watercraft were headed to high-risk Okanagan waters. Still, gaps remain in prevention,” the letter reads.

For one, there are still motorists with watercraft who are failing to stop at mandatory, open inspection stations. Given that inspectors snagged 17 zebra and/or quagga mussel-fouled watercraft this summer during times when the stations were open, it raises the question as to how many more come in outside of inspection hours.

Also, a review of last summer's provincial mussel inspection numbers indicates that, for the second year in a row, the Okanagan is the top destination for these watercraft. This year, eight of the 17 infested watercraft were headed to our valley.

“If we are B.C.'s #1 destination for incoming mussel-infested watercraft, and we are encouraging tourism, we need to be better prepared,” explains Sue McKortoff, Chair of the Water Board (OBWB) and Mayor of the border-town of Osoyoos.

Watercraft purchases have increased in the last couple of years, on both sides of the border, as people were staying closer to home. Now with the border opening up, it's expected more people will be coming with their water toys, increasing the chances of invasive mussels being introduced to B.C. waters.

The OBWB's six recommendations include:

1. Maintain IMDP core program funding at 2021 levels of minimum \$3.5 million per year, adjusted for inflation going forward.
2. Introduce “pull-the-plug” legislation, requiring all watercraft to remove drain plugs prior to travelling on B.C. roads.
3. Review and update B.C.'s 2014 Early Detection, Rapid Response (EDRR) Plan for invasive mussels, and provide a window for public consultation prior to final publishing.
4. Provide toolkits and resources for local governments to conduct vulnerability assessments and put in place mitigation measures like retrofitting in-water infrastructure.
5. Introduce legislation to require all out-of-province watercraft to be inspected prior to being launched in B.C. waters.
6. Provide additional funding to invasive species groups in high-risk regions for monitoring, outreach and education.

“A 2013 OBWB study found the cost of an infestation to our region would be at least \$42 mill. annually to manage,” the OBWB letter states. “As such, we remain committed to protecting B.C. waters and supporting provincial efforts. This commitment has included delivery of our ‘Don't Move A Mussel’ campaign, promoting

the clean, drain, dry message, and valued at more than \$996,000 to date, and another \$266,000 in funding over that time provided to the Okanagan and Similkameen Invasive Species Society to conduct direct boater outreach and more.”

“If invasive mussels arrived here, it’s not just people who drive boats who will be affected. It will affect everyone,” cautioned McKortoff. The mussels will become a recurring maintenance expense for in-lake infrastructure such as water lines, docks, and bridges. They will affect water quality and harm aquatic ecosystems. Plus, when the mussels were introduced to Lake Winnipeg, it took only two years for the molluscs to reproduce in such numbers that beaches became foul-smelling and un-walkable, she added. “Can you imagine not taking your kids or grandkids to the beach in summer?”

Please find attached, the OBWB’s letter to the province with recommendations.

For more information on zebra and quagga mussels, the risks to the Okanagan, and how to prevent their spread, please visit www.DontMoveAMussel.ca.

-30-

MEDIA CONTACT: Corinne Jackson, OBWB – Communications Director
Office: 250-469-6271
Cell: 250-718-7249
E-mail: Corinne.Jackson@obwb.ca

Hon. George Heyman
B.C. Minister of Environment and Climate Change Strategy
PO Box 9360 Stn Prov Govt
Victoria, B.C. V8W 9M2

March 9, 2022

Re: Calls to Action for Invasive Mussel Prevention

Dear Minister Heyman,

Thank you for your correspondence of April 7th, 2021, responding to our continued calls for action to prevent the spread of invasive zebra and quagga mussels into B.C. As the boating season quickly approaches, I am writing again on behalf of the Okanagan Basin Water Board (OBWB) to call for continued support and proper resourcing of the province's Invasive Mussel Defence Program (IMDP), recognizing the significant cost if invasive mussels became established here.

The OBWB acknowledges the significant improvements in the province's IMDP and its work with counterparts in neighbouring jurisdictions over the past seven years. Since 2015, the IMDP has prevented 137 infested watercraft from entering provincial waters by conducting more than 220,000 inspections. Many of the infested watercraft were headed to high-risk Okanagan waters. Still, gaps remain in prevention, and other significant issues remain for limiting the spread and damage should an infestation occur in any part of the province. We urge you to consider the following priority actions to enhance the protection of B.C. waters.

1. Maintain IMDP core program funding at 2021 levels of minimum \$3.5 million per year, adjusted for inflation going forward.

The IMDP has become the first line of defense to protect provincial waters, but the program's budget allocation has changed annually, and has been dependent on a number of non-government funders, including Fortis BC which has not renewed its original funding agreement. This program is important to the environment and economy of the province and should have stable, predictable annual funding.

2. Introduce "pull-the-plug" legislation, requiring all watercraft to remove drain plugs prior to travelling on B.C. roads.

We understand that the province is pursuing this legislation as part of updates to the Wildlife Act. We strongly support this action and urge you to prioritize it as another boating season is quickly approaching.

3. Review and update B.C.'s Early Detection, Rapid Response (EDRR) Plan for invasive mussels, and provide a window for public consultation prior to final publishing.

The EDRR is an important document that provides direction on how to rapidly detect and respond to a new infestation of invasive mussels. We believe it is important to consult with the public, and especially local and regional invasive species groups to understand where there may be gaps in the plan, or where more detail may be needed, beyond what is provided by the provincial inter-ministry working group. Complex watersheds, like the Columbia, the Okanagan and the Fraser would also be better protected with further planning for

containment and long-term management strategies, beyond what little is considered in the current version of the EDRR. Local consultation could provide support for developing those plans.

4. Provide toolkits and resources for local governments to conduct vulnerability assessments and put in place mitigation measures like retrofitting in-water infrastructure.

In your reply to our previous call for this action, you stated that “this has not been something that local governments have been asking for, individually or through UBCM,” and that it “will be considered for the future, but not considered as an immediate priority.” The OBWB is a local government agency, a partnership of three regional districts, and provides services to 12 municipalities and works with Okanagan First Nations. Part of our mandate is “to present proposals and recommendations to appropriate agencies, being municipalities or governments, according to jurisdiction and responsibility.” We will work with local governments to support this call to action and work to have it brought forward to UBCM.

We have extensive experience providing technical and scientific support to local governments, including in the form of toolkits and guides, and are a service partner with CivicInfoBC, providing the Planning Guides resource database. The OBWB could provide project management and coordination in partnership with provincial staff to develop a local government guide to vulnerability assessments and mitigation measures for invasive mussels. We would welcome an opportunity to discuss this further.

5. Introduce legislation to require all out-of-province watercraft to be inspected prior to being launched in B.C. waters.

OBWB first made this call to action in May 2016 and has called for it again every year since. While we recognize that boat registration and safety are regulated at the federal level, the province does have the authority to regulate activities on provincial waters, similar to motor vessel restrictions on certain lakes as outlined in the fishing regulations. Alternatively, the province could call on the federal government to regulate watercraft in B.C., under their authority in the Fisheries Act, Aquatic Invasive Species Regulations 43 (1), or through the Canada Shipping Act, providing extra tools to protect B.C. waters beyond the current scope of the Invasive Mussel Defence Program.

Analysis of provincial inspection numbers suggests a 30% chance in any given year that a non-compliant, motorized watercraft will be carrying invasive mussels. This only accounts for watercraft that were recorded failing to stop at open inspection stations and does not include any craft that may have entered outside of inspection station hours. In 2021 this accounted for more than 580 motorized watercraft, and more than 3,500 non-motorized watercraft. This is an important gap we feel has not been given due consideration over the past six years.

6. Provide additional funding to invasive species groups in high-risk regions for monitoring, outreach and education.

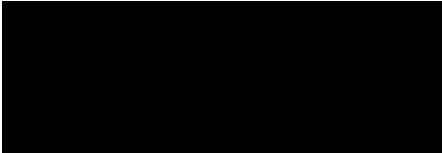
Current funding for ongoing water monitoring, administered through the Habitat Conservation Trust Fund, is set to expire after the 2022 season. Part of this funding was provided by the federal government over a three-year term. We would strongly support any provincial request for federal funding to continue this program, as well as federal or provincial funding to regional invasive species groups to continue or expand their outreach and education campaigns. These non-profit groups provide a significant service to their regions, but often struggle with operational costs, and the time required to apply for funding. Ongoing, direct funding would enhance their ability to monitor, engage and educate, bolstering provincial efforts.

A 2013 OBWB study found the cost of an infestation to our region would be at least \$42 mill. annually to manage. As such, we remain committed to protecting B.C. waters and supporting provincial efforts. This

commitment has included delivery of our “[Don’t Move A Mussel](#)” campaign, promoting the clean, drain, dry message, and valued at more than \$996,000 to date, and another \$266,000 in funding provided to the Okanagan and Similkameen Invasive Species Society to conduct direct boater outreach and more.

We look forward to hearing from you, and supporting the enhanced efforts noted above to keep B.C. waters free from invasive mussels.

Sincerely,



Sue McKortoff, Chair
Okanagan Basin Water Board

CC:

- Hon. Josie Osborne, B.C. Minister of Land, Water and Resource Stewardship
- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan Nation Alliance, Chiefs Executive Council
- Okanagan Local Government Chairs and Mayors
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities

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*