

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, May 17, 2022 at 4:00pm in Council Chambers located at 7400 Prospect Street and via electronic means by ZOOM webinar. This is Meeting No. 1561.

*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/89388640503>**

---

Item of Business	Page No.
<b>1. CALL TO ORDER REGULAR MEETING</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. IN CAMERA</b>	
<b>Recommendation:</b> THAT the meeting is closed to the public in accordance with the <i>Community Charter</i> Section 90 (1) (b) personal information.	
<b>3. RECESS REGULAR MEETING</b>	
<b>4. RECONVENE REGULAR MEETING</b>	
<b>5. APPROVAL OF AGENDA</b>	1
<b>Recommendation:</b> THAT Council approves the agenda as presented.	
<b>6. RISE WITH REPORT FROM IN CAMERA</b>	
<b>7. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1559, Tuesday, April 26, 2022</b>	6
<b>Recommendation:</b> THAT Council approves the minutes of Regular Council Meeting No. 1559, held Tuesday, April 26, 2022 as circulated.	
<b>b) Special Council Meeting No. 1560, Wednesday, May 4, 2022</b>	16
<b>Recommendation:</b> THAT Council approves the minutes of Special Council Meeting No. 1560, held Wednesday, May 4, 2022 as circulated.	
<b>8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>	
<b>a) Recommendation from Committee of the Whole Meeting No. 228 held Tuesday, April 26, 2022:</b>	
<b>Electronic Meetings Review</b>	

**THAT** the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.

## 10. COMMITTEE MINUTES - FOR INFORMATION

### 11. DELEGATION

### 12. STAFF REPORTS

#### a) Recreation Services

##### i. Outdoor Basketball Court Update

18

**Recommendation:** **THAT** Council supports the development of the Outdoor Basketball Court at Signal Hill Elementary School.

#### b) Office of the Chief Administrative Officer

##### i. Verbal Report

**Recommendation:** **THAT** Council receives the Chief Administrative Officer's verbal report.

##### ii. Appointment of Alternate Approving Officer

21

**Recommendation One:** **THAT** the appointment of Lisa Pedrini as Alternate Approving Officer for the Village of Pemberton be rescinded effective May 17, 2022.

**Recommendation Two:** **THAT** Scott McRae, Manager of Development Services, be appointed Alternate Approving Officer for the Village of Pemberton effective May 17, 2022.

#### c) Corporate & Legislative Services

##### i. Appointment of Deputy Chief Election Officers – 2022 General Local Elections

24

**Recommendation:** **THAT** pursuant to sections 58 (1) and 58 (2) of the *Local Government Act*, Council appoints Elena Aranguren and Renée St-Aubin as deputy chief election officers for conducting the 2022 general local elections.

#### d) Development Services

##### i. Fee Waiver Policy for Eligible Developments

26

**Recommendation:** **THAT** Council approves the Fee Waiver Policy for Eligible Developments as presented.

## 13. BYLAWS

#### a) Bylaws For First, Second, and Third Readings

##### i. Village of Pemberton 2022 – 2026 Five Year Financial Plan Bylaw No. 926, 2022

34

36

**Recommendation:** **THAT** Council gives first, second, and third readings to Village of Pemberton 2022-2026 Five Year Financial Plan Bylaw No. 926, 2022.

- ii. Village of Pemberton Annual Tax Rates Bylaw No. 927, 2022** 44

**Recommendation:** THAT Council gives first, second, and third readings to Village of Pemberton Annual Tax Rates Bylaw No. 927, 2022.
  - iii. Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 928, 2022** 46

**Recommendation:** THAT Council gives first, second, and third readings to Village of Pemberton the Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 928, 2022.
  - iv. Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 929, 2022** 49

**Recommendation:** THAT Council gives first, second, and third readings to Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 929, 2022.
  - v. Village of Pemberton Development Cost Charge Bylaw No. 723, 2013, Amendment (Exemptions) Bylaw No. 930, 2022** 51

**Recommendation:** THAT Council gives first, second, and third readings to Village of Pemberton Development Cost Charge Bylaw No. 723, 2013, Amendment (Affordable Housing Waiver/Reduction) Bylaw No. 930, 2022.
  - vi. Special Council Meeting**

**Recommendation:** THAT a special council meeting be held on Thursday, May 19<sup>th</sup> at 9am for adoption of the bylaws noted above.
- b) Bylaws for Third Reading and Adoption**
- i. Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022** 58

**Recommendation 1:** THAT Council gives third reading to Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022.

**Recommendation 2:** THAT Council adopts Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022.
- c) Bylaws for Adoption**
- i. Village of Pemberton Official Community Plan Amendment (Tiyata - École de la Vallée) Bylaw No. 902, 2021** 70

**Recommendation:** THAT Council adopts Village of Pemberton Official Community Plan Amendment (Tiyata - École de la Vallée) Bylaw No. 902, 2021.
  - ii. Village of Pemberton Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021** 75

**Recommendation:** THAT Council adopts Village of Pemberton Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021.

**iii. Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022**

82

**Recommendation: THAT** Council adopts Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022.

**14. MAYOR'S Report**

**15. COUNCILLORS' Reports**

**16. CORRESPONDENCE**

**a) Correspondence for Action**

- i. Maxine Bruce, Lil'wat Nation, dated April 27, 2022, presenting a request for sponsorship of the 2022 Lil'wat Nation rodeo.**

88

**Recommendation: THAT** Council supports the Lil'wat Nation 2022 Rodeo by providing a contribution from the Community Enhancement Fund, in an amount to be determined by Council, to sponsor either a major event or youth event as identified in the sponsorship request listing provided.

- ii. Tourism Pemberton, dated May 10, 2022, providing information regarding sponsorship opportunities for the 17<sup>th</sup> Annual Pemberton Golf Tournament and Slow Food Cycle Sunday 2022.**

91

**Recommendation 1: THAT** Council provides direction regarding sponsorship and participation at the 17th Annual Pemberton Golf Tournament.

**Recommendation 2: THAT** Council provides direction regarding accepting a partner opportunity for Slow Food Cycle Sunday 2022.

**b) Correspondence for Information**

- i. Christine Fraser, Mayor, Township of Spallumcheen, dated May 3, 2022, addressed to Tax Policy Branch, Department of Finance Canada, requesting that the federal government reconsider the proposed 10% luxury tax on the sale of boats valued at more than \$250,000.**

98

- ii. Lorraine Copas, Executive Director, SPARC BC, dated May 4, 2022, presenting information regarding Access Awareness Day, June 4, 2022, and requesting that the Village consider how to join the conversation regarding this year's theme, "Access is Inclusion."**

99

- iii. Shane Bourbonnais, Area C resident, dated May 5, 2022, in support of the proposed Harrow Road affordable housing project.**

104

**Recommendation: THAT** the correspondence be received.

**17. DECISION ON LATE BUSINESS**

**18. LATE BUSINESS**

**19. NOTICE OF MOTION**

**20. QUESTION PERIOD**

105

**21. IN CAMERA**

**Recommendation:** THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (b) personal information.

**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 26, 2022 at 9:00am in Council Chambers located at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 1559.

---

**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  
Fire Chief Robert Grossman  
Deputy Fire Chief Cameron Adams  
Adam Malpus, FireSmart Coordinator  
Christine Burns, Manager of Recreation Services  
Scott McRae, Manager of Development Services

**APPLICANTS:** Fitzgerald Building Company

**PUBLIC:** 3

**MEDIA:** 1

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

---

**1. CALL TO ORDER**

At 9:03am Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as circulated.  
**CARRIED**

**3. RISE WITH REPORT FROM IN CAMERA**

#### **4. ADOPTION OF MINUTES**

##### **a) Regular Council Meeting No. 1558, Tuesday, April 5, 2022**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1558, held Tuesday, April 5, 2022, be approved as circulated.

**CARRIED**

#### **5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**

#### **6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING**

#### **7. COMMITTEE MINUTES – FOR INFORMATION**

#### **8. DELEGATIONS**

At 9:06am Mayor Richman called a five minute recess.

At 9:10am Mayor Richman reconvened the meeting.

#### **9. STAFF REPORTS**

##### **a) Development Services**

##### **i. Major Development Permit Application No. 90 – Tenquille Building – 7454 Prospect Street**

Moved/Seconded

**THAT** the applicants be invited to address Council.

**CARRIED**

At 9:28am Andree-Anne Tardiff and Tom Fitzgerald joined the meeting.

After the staff presentation Andree-Anne Tardiff spoke on behalf of Fitzgerald Building Company, answering questions about parking, the proposed loading space variance, and the colours of the façade.

At 9:36am Ms. Tardiff and Mr. Fitzgerald left the meeting.

Moved/Seconded

**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).

**CARRIED**

Moved/Seconded

**THAT** Council authorizes Development Permit No. 90, with variance, 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.

**CARRIED**

Moved/Seconded

**THAT** consideration be given to changing the colours of the façade to soften the appearance of the building.

**CARRIED**

Moved/Seconded

**THAT** the reports from Pemberton Fire Rescue be moved to follow item 9 (a) (i).

**CARRIED**

**d) Pemberton Fire Rescue**

**i. First Quarter Report**

Moved/Seconded

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

**CARRIED**

Mayor Richman thanked Fire Chief Grossman for his seven years of service to the Village and thanked Deputy Fire Chief Adams for stepping up as acting fire chief.

**ii. Community Wildfire Resiliency Plan Committee**

Moved/Seconded

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

**CARRIED**

**b) Office of the Chief Administrative Officer**

**i. Verbal Report**

Acting CAO Fraser did not present a verbal report.



**ii. First Quarter Strategic Priorities Update**

Moved/Seconded

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

**CARRIED**

**iii. Housing Needs Reports Program funding application: Village of Pemberton Housing Needs Report Update**

Moved/Seconded

**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.

**CARRIED**

**c) Corporate & Legislative Services**

**i. First Quarter Regular Council Meeting Outstanding Resolutions Update**

Moved/Seconded

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

**CARRIED**

**ii. First Quarter Administration Update**

Moved/Seconded

**THAT** the 2022 First Quarter Administration Update report be received for information.

**CARRIED**

**d) Development Services**

**iii. First Quarter Report**

Moved/Seconded

**THAT** the Development Services 2022 First Quarter Report be received for information.

**CARRIED**

**f) Recreation Services**

**i. First Quarter Report**

In response to questions from Council regarding opening of the soccer fields, Ms. Burns explained that staff have been actively monitoring the condition of

the fields. Spring maintenance was delayed due to the unseasonably cool weather. Weather permitting, the Meadows soccer fields will open on May 2<sup>nd</sup> and the Den Duyf Park field will open on May 15<sup>th</sup>.

Moved/Seconded

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

**CARRIED**

## **g) Operations**

### **i. First Quarter Report**

Moved/Seconded

**THAT** the Operations 2022 First Quarter Report be received for information.

**CARRIED**

At 11:11am Mayor Richman recessed the meeting.

At 11:18am Mayor Richman reconvened the meeting.

## **10. BYLAWS**

### **a) Bylaws for First, Second and Third Readings**

#### **i. Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022**

Moved/Seconded

**THAT** Village of Pemberton Election and Assent Voting Bylaw No. 925, 2022 receive first, second, and third readings.

**CARRIED**

## **11. Mayor's Report**

Mayor Richman attended the following meetings and events:

- Launch of the Community Climate Action Plan: Mayor Richman thanked staff for hosting the public session that included a showing of the movie *Sam and Me*. The presentation was followed by a frank discussion of the Village's ambitious climate action goals.
- Public Information Session for Spelkúmtn Community Forest (SCF) by Zoom webinar on April 21<sup>st</sup>. Klay Tindall and Abe Litz presented information regarding SCF 2021 activities and the five year harvesting plan. The presentation was followed by discussion of how SCF forestry practices support the protection of old growth forests and other sensitive habitats.
- Squamish-Lillooet Regional District Board Meetings:
  - Ole Olsen, Director, Vancouver Coastal North and Laurence Darlington, Manager, Sea to Sky, BC Emergency Health Services, presented

information regarding changes to ambulance services and staffing. Response times are expected to improve in Pemberton under the new staffing model, despite concerns remaining regarding the deployment of Pemberton's Juliet car in Vancouver.

- An application from Lil'wat Capital Assets for a mixed commercial and residential development to be located across from the church in Mount Currie received second reading and will proceed to public hearing.
- Funding was allocated from the Area C Amenity Fund for the purchase of water trailers for FireSmart purposes.
- An Official Community Plan amendment to create Area C Wildfire Protection Development Permit Area received second reading.
- Funding was allocated for asset management across the district.
- Attended the Pemberton Valley Emergency Management Committee Meeting:
  - Pemberton Valley Dyking District and Lil'wat Nation provided updates.
  - Mr. Bikadi reported that the funding application for replanting of the Capricorn slide site was turned down.
  - There was conversation regarding natural asset management and the development of a natural asset road map.
- Met with the Pemberton Arts Council. The annual general meeting is to be held this Thursday, April 28<sup>th</sup>. The first mural of the Outside Voices Mural Project will be placed at the Pemberton Health Care Centre. The Arts Council has asked that a Councillor be appointed to the selection committee.

Moved/Seconded

**THAT** Councillor Noble be appointed to the Outside Voices Mural Project selection committee.

**CARRIED**

- Attended a teleconference with Emergency Management BC and mayors from the lower mainland.

Mayor Richman reported the good news that two grant funding applications, one for \$1.9 million for the Park 'n Ride project, and one for \$2.71 million for the daycare expansion project, were successful.

Mayor Richman will attend the 2022 Lower Mainland Local Government Association Conference and AGM from May 4<sup>th</sup> to 6<sup>th</sup> in Whistler and will present the Village's resolutions.

## 12. Councillors' Reports

### Councillor Craddock reported on the following:

- Tourism Pemberton Meeting:
  - Thanked Acting CAO Fraser and staff for facilitating the placement of a composting toilet at the MacKenzie Basin parking lot.
  - Reported on the activities of Tourism Pemberton.

- Pemberton Valley Dyking District (PVDD) Meeting:
  - Reported on the activities of PVDD and noted that nominations will be accepted for two board positions at the annual general meeting scheduled to take place on July 14<sup>th</sup>.

**Councillor Antonelli reported on the following:**

- Attended the Spelkúmtn Community Forest public information session on April 21<sup>st</sup> and inquired about youth attending field trips to cut blocks. Councillor Antonelli would like the board to ensure this opportunity happens.

**Councillor Zant reported on the following:**

- Attended the Pemberton and District Public Library meeting.
- Attended the Pemberton Secondary School graduation class fundraiser.

**Councillor Noble reported on the following upcoming events:**

- St'át'imc Nation gathering on May 9<sup>th</sup> and 10<sup>th</sup>, and
- Lil'wat Nation Rodeo, May 21<sup>st</sup> to 23<sup>rd</sup>.

### 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.**

Mayor Richman apologized to Ms. Chiasson for the brevity of discussion of affordable housing concerns at the April 5<sup>th</sup> meeting, and explained that it was not Council's intention to downplay the importance of this issue to Council or to the community. Mayor Richman noted that affordable housing is a top priority of Council. Earlier in this meeting, Council approved a funding application to update the Village's Housing Needs Report. The updated report will inform the Official Community Plan review that will set the Village's direction and priorities moving forward.

Moved/Seconded

**THAT** the correspondence from Ms. Chiasson be referred to Staff for response.

**CARRIED**

- ii. Emi Yoshihara, Whistler resident, dated April 10, 2022, requesting that the Village find solutions to end the transit strike.**

Moved/Seconded

**THAT** the correspondence from Ms. Yoshihara be referred to Staff for response.

**CARRIED**

- 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.**
- iv. **Sophie Rivers, Village resident, dated April 18, 2022, in opposition to the affordable housing development proposed for Harrow Road.**

Moved/Seconded

**THAT** the correspondence from Monte Vale Strata and Ms. Rivers be referred to Staff for response.

**CARRIED**

**d) 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.**
- 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.**
- 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.**

Moved/Seconded

**THAT** the correspondence be received.

**CARRIED**

**14. DECISION ON LATE BUSINESS**

**15. LATE BUSINESS**

**16. NOTICE OF MOTION**

**17. QUESTION PERIOD**

There were no questions from the gallery.

## **18. IN CAMERA**

Moved/Seconded

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (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.

**CARRIED**

At 12:04pm Council moved in camera.

## **19. RECESS REGULAR MEETING**

At 12:04pm the meeting was recessed.

## **20. RECONVENE REGULAR MEETING**

At 12:32pm the Regular Meeting was reconvened and Council moved In Camera.

## **21. IN CAMERA**

Moved/Seconded

**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.

**CARRIED**

At 1:06pm Council rose without report and recessed the Regular Meeting to move to the Committee of the Whole.

At 1:57pm the Regular Meeting was reconvened and Council moved in camera.

## **22. RISE WITH REPORT**

At 2:36pm Council rose with report regarding the appointment of the inaugural members of the Official Community Plan Advisory Committee (OFCAC).

The following persons are appointed to the OFCAC for a term of two (2) years:

Ben Day, Chris Wetaski, Gail Harris, Grace Chadsey, Jessie Croll, Katrina Nightingale, Kevin Clark, Sophie Rivers, and Susan Osborne.

### **23. ADJOURNMENT OF REGULAR COUNCIL MEETING**

At 2:36pm the regular meeting was adjourned.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

DRAFT

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

**Minutes of the Special Meeting** of the Council of the Village of Pemberton held on Wednesday, May 4, 2022, at 9:00 am via electronic means by Zoom Webinar. This is Meeting No. 1560.

---

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

**STAFF:** Sheena Fraser, Acting CAO  
Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services

**GUESTS:** 0

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

---

**1. CALL TO ORDER**

At 9:01 Mayor Richman called the special meeting to order and advised that pursuant to section 10 (a) of Council Procedure Bylaw No. 788, 2015, this meeting is being held electronically with all members of council and staff attending via electronic means.

**2. APPROVAL OF AGENDA**

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

**3. IN CAMERA**

Moved/Seconded  
**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (a) personal information 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 9:02am Council moved in camera.

**4. RISE WITH REPORT**

At 9:21am Council rose without report.



**5. ADJOURNMENT**

At 9:21am the meeting was adjourned.

Moved/Seconded

**THAT** the meeting be adjourned.

**CARRIED**

---

Mike Richman, Mayor

---

Sheena Fraser, Corporate Officer

DRAFT

**Date:** Tuesday May 17, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Christine Burns, Recreation Services Manager

**Subject:** Outdoor Basketball Court Update

---

**PURPOSE**

The purpose of this report is to update Council on the location for the Outdoor Basketball Court.

**BACKGROUND**

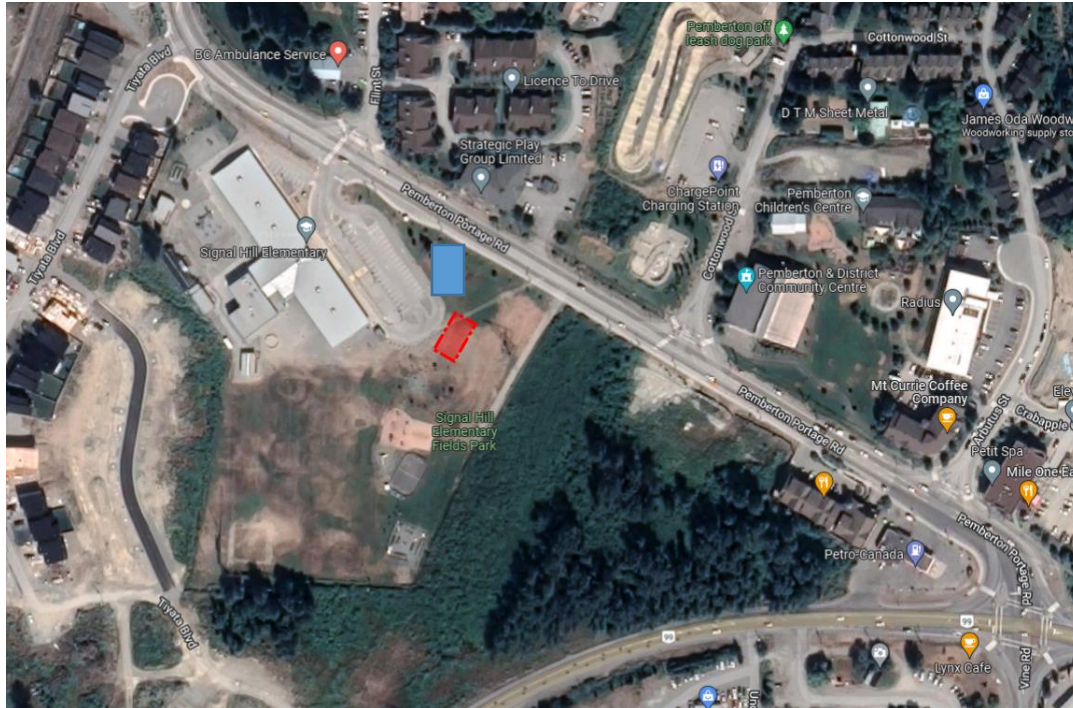
At the PVUS Committee meeting held April 8, 2021, Staff provided an update on the proposed location for the Outdoor Basketball Court (“Court”). At that time, Staff advised that the preferred location for the court, which had been at the back of the Signal Hill Elementary School playground, was being developed to house a school community garden. As a result, this location was no longer available and there was a need to consider other locations for the Court.

At the June 10, 2021, PVUS meeting two alternate locations were presented which included the Great Lawn at the Pemberton & District Community Centre and the Village owned property, known as Lot 8, on Frontier Street behind The Downtown Community Barn. The Committee supported the Lot 8 location and sought the support of the Village of Pemberton Council. Council considered the matter at the Regular Meeting No. 1540, held June 15, 2021, and approved the proposal to house the Court on Lot 8.

Village Staff undertook an internal planning exercise for Lot 8 which included the Court and through that process several concerns were raised related to operational impacts, neighbourhood impacts and whether this type of activation and use fits this area of downtown. The Committee will be reminded that resident feedback has been received expressing concerns about locating the Court in this area. Those residents have continued to correspond with Village Staff respecting their dissatisfaction with this proposal and regularly seeking updates on the project.

Given the above information, prior to leaving the Village former CAO Gilmore requested Staff reach out to School District 48 Administration to see if there were any other options for housing the basketball court on the Signal Hill Elementary School grounds. As such, School District staff were keen to re-invigorate conversation and an onsite meeting was held with School District and Signal Hill Elementary School administration on April 8, 2022. School District Staff were delighted at the prospect of the basketball court being part of the school grounds and supported it being located at the front of the school along Portage Road. At that time, it was determined the Court could fit in this area nicely based on the space available. The proposed location is at the edge of the parking lot or parallel to Portage Road and is shown in the photo below.

It should be noted that at this time there are two potential sites identified and Staff is currently working to determine which is the best with an aim to avoid the hydro right of way as this will result in further permitting and approvals from BC Hydro.



## **DISCUSSION & COMMENTS**

Staff recognize that the development of a Court has been a priority project for several years and is committed to moving this project forward this year. This report will also be presented to the Pemberton Valley Utilities and Services Committee (PVUS) at their Special Meeting to be held on May 17<sup>th</sup> at 9am seeking their support to move the Court back to the Signal Hill Elementary School location. An update as to the outcome of that discussion will be provided at the Council meeting.

Should PUVS support the relocation of the Court to Signal Hill Elementary School grounds, Staff will be seeking that same support from Council. Upon receipt of support from both entities work will proceed as soon as possible with an aim to have the Court finished in the fall as the School District would like to see construction over the summer to avoid conflicts with the startup of school.

## **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 for considerations at this time.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals to consider at this time.

**COMMUNITY CLIMATE ACTION PLAN**

This project is not applicable to the CCAP strategies.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This project is a recreational amenity and will need to be incorporated into the PVUS service following the collaborative process established at that Committee. There is positive impact on both the Squamish-Lillooet Regional District (SLRD) and the Village of Pemberton (VOP) as well as Sea to Sky School District No. 48 with the addition of recreational opportunities.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATION**

**THAT** Council support the development of the Outdoor Basketball Court at Signal Hill Elementary School.

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

**Date:** May 17, 2022  
**To:** Council  
**From:** Sheena Fraser, Acting Chief Administrative Officer  
**Subject:** Appointment of Alternate Approving Officer

---

### **PURPOSE**

The purpose of this report is to recommend that Council appoint Scott McRae, Manager of Development Services, as Village of Pemberton Alternate Approving Officer effective immediately.

### **BACKGROUND**

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

#### **Appointment of municipal approving officers**

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

#### **Role of the Approving Officer:**

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

At the Regular Council Meeting No. 1555 on Tuesday, February 15, 2022, Council rescinded the appointment of Nikki Gilmore, former Chief Administrative Officer, as Approving Officer as she would be leaving the organization effective March 5, 2022. In this regard, Tom Csima, Manager of Operations and Projects, who had recently completed the Approving Officers course, was appointed to the position effective March 5, 2022.

### **DISCUSSION & COMMENTS**

Historically, the Village has had both an Approving Officer and an Alternate, to ensure coverage should the Approving Officer be absent when an approval is required.

Ms. Lisa Pedrini, former Manager of Development Services and most recently OCP Policy Planner, is currently appointed as the Village's Alternate Approving Officer. As Ms. Pedrini has left the employ of the Village effective March 25, 2022, it is necessary at this time to appoint a new Alternate Approving Officer in her place.

Mr. Scott McRae joined the Village in October 2021 as the Manager of Development Services and will be taking the Approving Officers course this coming Fall when it is next being held. However, given the Village does not have an Alternate at this time, it would be prudent to appoint Mr. McRae to the position of Alternate Approving Officer so that the Village may accommodate any approvals that may be required should Mr. Csima be absent.

As such, Staff recommends that the appointment of Ms. Pedrini be rescinded, and Mr. Scott McRae be appointed Alternate Approving Officer for the Village of Pemberton.

### **COMMUNICATIONS**

There is no communications element required at this time.

### **LEGAL CONSIDERATIONS**

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

### **IMPACT ON BUDGET & STAFFING**

There is no impact on the budget for the appointment of an Alternate Approving Officer as the responsibilities are incorporated into the regular duties of the Manager of Development Services.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts anticipated.

### **COMMUNITY CLIMATE ACTION PLAN**

The Alternate Approving Officer appointment is not applicable to the CCAP strategies.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This initiative has no impact on other jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**Recommendation One:**     **THAT** the appointment of Lisa Pedrini as Alternate Approving Officer for the Village of Pemberton be rescinded effective May 17, 2022.

**Recommendation Two:**   **THAT** Scott McRae, Manager of Development Services, be appointed Alternate Approving Officer for the Village of Pemberton effective May 17, 2022.

Submitted by:	Sheena Fraser, Acting Chief Administrative Officer
---------------	--

**Date:** Tuesday, May 17, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

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

**Subject:** Appointment of Deputy Chief Election Officers – 2022 General Local Elections

---

### **PURPOSE**

The purpose of this report is to seek Council's approval by resolution of the appointment of two deputy chief election officers (DCEOs) for the 2022 general local elections to be held on Saturday, October 15<sup>th</sup>.

### **BACKGROUND**

The facilitation of the general local elections is the responsibility of the Corporate and Legislative Services Department.

Section 58 (1) of the *Local Government Act* establishes that, for the purposes of conducting a referendum or an election, a local government must appoint both a chief election officer and deputy chief election officer(s). These appointments must be made by resolution at an open meeting of Council. Other elections officials may be appointed by the chief election officer (CEO) (s. 58 (2)).

At Regular Council Meeting No. 1556 held on Tuesday, March 8<sup>th</sup>, Council appointed Gwendolyn Kennedy as chief election officer. At this time, there were no suitable candidates available to take on the responsibilities of deputy chief election officer and as such, these appointments were deferred to a later date.

### **DISCUSSION & COMMENTS**

A deputy chief election officer (DCEO) assists the CEO with election tasks including preparing forms and documents, updating the website, answering inquiries from candidates and electors, tracking mail ballots, assisting with training of election officials, ordering supplies, and acting as presiding election official on voting days. The DCEO also acts for the CEO when she is not present.

A municipality may appoint as many DCEOs as are needed for efficient running of the election, and it is common practice to appoint more than one person to this role for succession planning. The Village is fortunate in having two competent staff members who can jointly take on the DCEO responsibilities while still carrying out their regular duties. With the addition of mail ballots to the voting opportunities, a second DCEO will be an asset in managing the administration of this new part of the election.



Staff is requesting a resolution from Council for the following appointments:

Deputy Chief Election Officer: Elena Aranguren, Office Coordinator  
Deputy Chief Election Officer: Renée St-Aubin, Receptionist

### **COMMUNICATIONS**

The appointment of elections officers does not require a communications element.

### **LEGAL CONSIDERATIONS**

The appointment of election officers meets with the requirements set out in section 58 (1) of the *Local Government Act*.

### **IMPACT ON BUDGET & STAFFING**

The appointment of staff to the DCEO role reduces costs to the Village and can be accommodated in the 2022 general election budget.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts associated with the appointment of deputy chief election officers.

### **COMMUNITY CLIMATE ACTION PLAN**

The appointment of deputy chief election officers has no impact on the Community Climate Action Plan strategies.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

The appointment of deputy chief election officers has no impact on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** pursuant to sections 58 (1) and 58 (2) of the *Local Government Act*, Council appoints Elena Aranguren and Renée St-Aubin as deputy chief election officers for conducting the 2022 general local elections.

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

**Date:** Tuesday, May 17, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Scott McRae, Manager of Development Services

**Subject:** Fee Waiver Policy for Eligible Developments

---

## **PURPOSE**

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

## **BACKGROUND**

At Committee of the Whole meeting No. 228, held Tuesday, April 26, 2022, the Committee of the Whole (Committee) received a report on the Fee Waiver Policy for Eligible Developments, attached as **Appendix B**. The policy is intended to provide guidance to Staff when receiving and processing requests for fee waiver.

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

This Policy aligns with the Village's 2019 Age-Friendly Affordable Housing Action Plan by providing a means for Council to support and incentivize affordable housing.

## **DISCUSSION & COMMENTS**

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

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

## **COMMUNICATIONS**

If approved by Council, this Policy will be made available to the public on the village website.

## **LEGAL CONSIDERATIONS**

There are no legal, legislative or regulatory considerations.

## **IMPACT ON BUDGET & STAFFING**

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

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

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

Implementation of this policy will have impacts to the Finance Department as discussed above. Finance will review each application and contribute a budget impact assessment for Council's consideration. This can be accommodated and will be incorporated into the day to day workplan as may be required.

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

## **COMMUNITY CLIMATE ACTION PLAN**

The approval of the Fee Waiver Policy for Eligible Developments will not impact the Community Climate Action Plan strategies.

## **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This Policy has no impact on other jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Council approves the Fee Waiver Policy for Eligible Developments as presented.

**ATTACHMENTS:**

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

**Appendix B:** Report to Committee of the Whole - Fee Waiver Policy for Eligible Developments

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

## Fee Waiver Policy for Eligible Developments

Department:	Finance	Policy No.:	FIN-008
	Development		
Sub-department:	Services	Created By:	Scott McRae
Approved By:		Amended By:	
Approved Date:		Amendment Date:	
Meeting No.:		Meeting No.:	

### POLICY

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

### POLICY PURPOSE

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

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

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

### ELIGIBILITY CRITERIA

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

Eligibility requirements for developments proposed by not-for-profit organizations are:

- The development of rental or supportive living dwelling unit(s) by a not-for-profit, community service, or government agency with a mandate to provide affordable or supportive living housing
- A project that is developed by a not-for-profit, community service, or government agency and will provide services supporting the well-being of the community

Eligibility requirements for developments proposed by for-profit organizations are:

1. A Housing Agreement established by bylaw and registered on title that has been agreed to with the Village of Pemberton, which specifically includes a prohibition on strata-titling for a period of not less than 10 years. As Housing Agreements are typically completed in the later stages of the

process, for-profit developments will be required to pay fees up front which will be refunded if Council grants a fee waiver

Additional criteria for eligibility are:

- The principal use meets Council's objectives and strategic priorities respecting Affordable Housing or other community needs
- Compliance with Village policies, plans, bylaws, and regulations (ie. Business licencing, zoning, building, etc.)

## PROCEDURE

---

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



## REPORT TO COMMITTEE OF THE WHOLE

**Date:** Tuesday, 26 April 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Scott McRae, Manager of Development Services

**Subject:** Fee Waiver Policy for Eligible Developments

### PURPOSE

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

### BACKGROUND

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

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

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

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

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

## **DISCUSSION & COMMENTS**

### **Eligibility**

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

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

### **Procedure**

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

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

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

## **COMMUNICATIONS**

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

## **LEGAL CONSIDERATIONS**

There are no legal, legislative or regulatory considerations.



### **IMPACT ON BUDGET & STAFFING**

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

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

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

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

### **COMMUNITY CLIMATE ACTION PLAN**

This policy is not applicable to the CCAP strategies.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This policy has minimal impact on other jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

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

### **ATTACHMENTS:**

**Appendix A:** Village of Pemberton Fee Waiver Policy for Eligible Developments (removed to avoid duplication)

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

**Date:** Tuesday, May 17, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Thomas Sikora, Manager of Finance

**Subject:** 2022 – 2026 Five Year Financial Plan Bylaw No. 926, 2022  
2022 Annual Tax Rates Bylaw No. 927, 2022  
Sewer Rates Amendment Bylaw No. 928, 2022  
Water Rates Amendment Bylaw No. 929, 2022

---

### **PURPOSE**

To present to the Council the 2022 – 2026 Five Year Financial Plan Bylaw No. 926, 2022, Village of Pemberton Annual Tax Rates Bylaw No. 927, 2022, Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 928, 2022, and Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 929, 2022, for first, second, and third readings.

### **BACKGROUND COMMENTS AND DISCUSSION**

The draft 2022 – 2026 Five Year Financial Plan Bylaw was presented to Council at Committee of the Whole Meeting No. 227 held on Tuesday, April 5<sup>th</sup>. Detail was included showing the major key assumptions, projected financial performance, projected debt funding, capital expenditures and capital reserves, subject to year-end adjustments of the preliminary and unaudited financial results.

#### **2022 Tax Rates Bylaw No. 927, 2022**

The 2022 Tax Rate Bylaw has been prepared from the current year of the 2022 – 2026 Five Year Financial Plan. The bylaw is being presented for first, second, and third readings.

#### **Utility Rates Bylaws**

Sewer Rates Amendment Bylaw No. 928, 2022 has been amended to include rate adjustment to add a \$40,000 sewer reserve.

Water Rates Amendment Bylaw No. 929, 2022 is updated with '2022' Schedule A.

Both bylaws are being presented for first, second, and third readings.

### **LEGAL CONSIDERATIONS**

The Five Year Financial Plan Bylaw and the 2022 Tax Rates Bylaw must be adopted per sections 165 and 197 of the *Community Charter*.

The preparation of the Five Year Financial Plan Bylaw and Tax Rates Bylaw meets with the requirements of the *Community Charter* and *Local Government Act*.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

Development of the financial bylaws is a component of the annual work plan, and all departments participate in the budget process.

### **COMMUNITY CLIMATE ACTION PLAN**

Elements of the Community Climate Action Plan are incorporated into the 2022 budget and 2022-2026 Five Year Financial Plan and will be further developed in subsequent annual budgets and five year plans.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

The adoption of the above noted bylaws has no impact on other jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**Recommendation 1: THAT** Council gives first, second, and third readings to Village of Pemberton 2022 – 2026 Five Year Financial Plan Bylaw No. 926, 2022.

**Recommendation 2: THAT** Council gives first, second, and third readings to Village of Pemberton Annual Tax Rates Bylaw No. 927, 2022.

**Recommendation 3: THAT** Council gives first, second, and third readings to Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 928, 2022.

**Recommendation 4: THAT** Council gives first, second, and third readings to Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 929, 2022.

**Recommendation 5: THAT** a special council meeting be held on Thursday, May 19, 2022 at 9:00am for adoption of the above noted bylaws.

Prepared by:	Thomas Sikora, Manager of Finance
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

**VILLAGE OF PEMBERTON**

**BYLAW No. 926, 2022**

---

A bylaw of the Village of Pemberton respecting the Five (5) Year Financial Plan beginning with the year 2022.

---

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

1. Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Village of Pemberton Five Year Financial Plan established with the year ended December 31, 2022.
2. This Bylaw may be cited for all purposes as the "Village of Pemberton 2022-2026 Five (5) Year Financial Plan Bylaw No. 926, 2022."

**READ A FIRST TIME** this 17<sup>th</sup> day of May, 2022.

**READ A SECOND TIME** this 17<sup>th</sup> day of May, 2022.

**READ A THIRD TIME** this 17<sup>th</sup> day of May, 2022.

**ADOPTED** this \_\_\_ day of May, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

<b>Village of Pemberton</b>									
<b>Five Year Financial Plan 2022-2026</b>									
<b>Consolidated as at May 17, 2022</b>									
			2021	2022	2023	2024	2025	2026	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget
<b>Revenues:</b>									
	Taxation		2,440,992	2,538,877	2,615,043	2,693,495	2,747,365	2,802,312	
	Water and sewer user rates		2,034,447	2,109,544	2,172,830	2,238,015	2,282,775	2,328,430	
	User charges		2,315,888	2,913,066	3,000,458	3,090,472	3,152,281	3,215,327	
	Penalties and interest income		32,500	32,500	33,475	34,479	35,169	35,872	
	Government transfers:								
	Provincial		4,992,836	5,510,982	249,206	6,410,000	250,000	1,500,000	
	Federal		2,000	119,331				500,000	
	Other local governments		1,852,551	1,729,388	1,781,270	1,834,708	1,871,402	1,908,830	
	Investment income		27,860	27,860	28,696	29,557	30,148	30,751	
	Other revenues		695,960	418,749	431,312	444,251	453,136	462,199	
	Collections for other governments		2,971,629	3,582,772	3,690,255	3,800,963	3,876,982	3,954,522	
			17,366,663	18,983,069	14,002,545	20,575,939	14,699,258	16,738,243	
				15,400,297					
<b>Expenditures:</b>									
	General government		2,761,289	3,203,458	3,299,562	3,398,549	3,466,520	3,535,850	
	Fire protection services		721,857	896,856	923,761	951,474	970,504	989,914	
	Development and planning services		748,153	815,722	840,193	865,399	882,707	900,361	
	Public works and parks		1,317,678	1,337,626	1,377,755	1,419,087	1,447,469	1,476,418	
	Recreation		1,293,108	1,181,982	1,217,442	1,253,965	1,279,044	1,304,625	
	Water utility		935,319	1,036,670	1,067,770	1,099,803	1,121,799	1,144,235	
	Sewer utility		1,005,600	1,002,418	1,032,491	1,063,465	1,084,735	1,106,429	
	Airport services		70,097	76,521	78,817	81,181	82,805	84,461	
	Transfers to other governments		2,971,629	3,582,772	3,690,255	3,800,963	3,876,982	3,954,522	
	Amortization Expense		1,234,066	1,234,067	1,302,260	1,626,668	1,730,691	1,978,344	
			13,058,796	14,368,092	14,830,305	15,560,555	15,943,255	16,475,160	
	<b>Annual Surplus/(Deficit)</b>		4,307,867	4,614,977	(827,761)	5,015,384	(1,243,997)	263,083	
<b>ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS</b>									
<b>Non-cash items included in Annual (Surplus)/Deficit</b>									
	Amortization on tangible capital assets		(1,234,066)	(1,234,067)	(1,302,260)	(1,626,668)	(1,730,691)	(1,978,344)	
<b>Cash items NOT included in Annual (Surplus)/Deficit</b>									
	Capital expenditures		7,385,856	7,268,709	1,363,859	9,732,236	3,120,681	14,859,194	
	Loan Proceeds		(420,000)	(345,000)	(565,000)	(2,190,000)	(2,023,904)	(12,036,220)	
	Long term debt payments		229,843	229,848	283,084	316,572	340,759	645,233	
	Capital lease payments		180,538	210,466	211,038	211,038	211,038	211,038	
	Transfer to Statutory Reserves		-	-	359,631	373,949	373,948	373,946	
	Transfers from Statutory Reserves		(532,540)	(539,540)	(400,000)	(500,000)	(679,045)	(604,625)	
	Transfers to Non-Statutory Reserves		642,948	1,110,949	192,500	192,500	192,500	192,503	
	Transfers from Non-Statutory Reserves		(1,394,048)	(1,203,552)	(911,750)	(852,115)	(701,912)	(1,055,751)	
	Transfers to Unappropriated Surplus		206,960	39,198	565,000				
	Transfers from Unappropriated Surplus		(757,624)	(922,029)	(623,862)	(642,128)	(347,371)	(343,891)	
	<b>Financial Plan Balance</b>		(0)	0	(0)	0	(0)	(0)	

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 926, 2022  
2022 Revenue Policy Disclosure**

*The Village of Pemberton and its government partners monitor and continue to assess the impact of COVID-19 on our community and local government operations and finances. This Plan includes cost measures and recovery grants that assist with the financial pressures the community faces, and in support of economic recovery, as well as a focus on core service delivery. The Village will continue to work with our Federal and Provincial partners to support a coordinated response to COVID-19.*

1. The table below shows the proportion of proposed 2022 revenue raised from each funding source. One column shows the proposed revenue including Transfer to Other Governments and the other excluding the Transfers to Other Governments. Transfers to Other Governments are funds requisitioned by other government or government agencies for specifically defined projects.

The Village has a bylaw to charge specific administrative fees for various tasks, such as tax certificates, titles searches, rentals as well as other tasks including a 10% administrative fee. This bylaw was last updated July 27, 2021. By billing these fees to individual users, this allows a more realistic tax levy as the tax payers are not subjected to funding these miscellaneous expenses.

The Village of Pemberton will continue to seek other sources of revenue to reduce the reliance on property taxes.

Parcel Taxes are taxes levied for the purpose of paying the debt on the Municipality's Water and Sewer Infrastructure. The rates are reviewed annually to determine if they meet the required debt payment schedule for the upcoming fiscal year. Parcel Taxes are reviewed annually and updated in accordance with the *Community Charter* Sec. 204.

<b>Revenue Sources 2022</b>	<b>% Total Revenue (\$17,488,389) Including Transfer to Other</b>	<b>% Total Revenue (\$21,071,161) Including Transfer to Other</b>
Property Taxes	12.92%	27.73%
Parcel Taxes	1.78%	1.48%
User Fees & Charges	28.72%	23.84%
Grants	42.08%	34.93%
DCCs	3.09%	2.56%
Other Revenues	2.55%	2.12%
Proceeds from Borrowing	1.97%	1.64%
Transfers	6.88%	5.71%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 926, 2022  
2022 Revenue Policy Disclosure**

2. a) The Provincial Class Multiples are established by the Provincial Government by *British Columbia Regulations 426/2003* and *439/2003*. These rates are used to calculate the tax rates for other government bodies (Collections for Other Governments) with the exception of the Squamish-Lillooet Regional District (SLRD). Both the Village and the SLRD's tax rates are established by the multiples set by Council. Following is a comparison of the two multiples with the variance identified in bold:

	Village Multiples	Provincial Multiples
Class 1 – Residential	1.00	1.00
<b>Class 2 – Utilities</b>	<b>5.63</b>	<b>3.50</b>
Class 5 – Light Industry	3.40	3.40
<b>Class 6 – Commercial</b>	<b>2.25</b>	<b>2.45</b>
Class 7 – Non-Profit	1.00	1.00
Class 8 – Farm	1.00	1.00

- b) In addition, the Ministry also sets a ceiling for the maximum allowable rate for Class 2 (Utilities). Following is the regulation:

*BC Regulation 329/96* defines a rate ceiling for class 02 property for 2000 and subsequent years. The regulation states:

“2. In setting the tax or levy rate for class 2 property for general municipal purposes, a municipality must not exceed the greater of

- a) \$40 for each \$1,000 of assessed value, and
- b) 2.5 times the rate applicable to class 6 property for general municipal purposes in the municipality for the same taxation year.”

- c) Furthermore, those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (\*Utility), the tax rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82.

The following table outlines the distribution of taxes between the property tax classes.

Property Class	Municipal Tax Rate	% of Total Property Assessment Value (\$1,291,123,132)	% of Total Property Tax
Residential (Class 01)	1.3282	85.30%	71.08%
Utilities (Class 02)	7.4712	0.13%	0.61%
Utilities (Class 02) Rural	3.77	1.12%	2.66%
Light Industry (Class 05)	4.5159	0.82%	2.31%
Business/Commercial (Class 06)	2.9885	12.30%	23.07%
Rec/Non-Profit (Class 08)	1.3282	0.30%	0.25%
Farm (Class 09)	1.3282	0.03%	0.02%
<b>Total</b>		<b>100.00%</b>	<b>100.00%</b>

The 2022 Class 2 (Utility) Rural Tax Rate is 3.77 per each \$1,000 of actual value of property. This rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82 as per Order in Council No. 165 (2011) Village Boundary Extension.

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 926, 2022  
2022 Revenue Policy Disclosure**

3. Following is a list of permissive exemptions granted for the taxation year and the amount of municipal tax revenue forgone:

Municipal Land and Buildings	\$	4,648
BC Conference of Mennonite Brethren	\$	375
Pemberton Childcare Society	\$	972
Pemberton Lion's Society	\$	2,141
Stewardship Pemberton	\$	270
Pemberton Search and Rescue	\$	490
Royal Canadian Legion	\$	186
<b>Total Municipal Revenue Forgone</b>	<b>\$</b>	<b>9,081</b>

In 2013, Council updated the Permissive Tax Exemption Policy to clarify the criteria, establish timelines for submission and to include an application form which will provide clear guidelines and deliverables for both Staff and the Applicant. Following is the updated Policy and Purpose:

**Permissive Tax Exemption Policy:**

The Village of Pemberton recognizes the significant value of organizations and groups in our community who provide worthwhile programs and services to our residents

The purpose of this Policy is to ensure that the organizations applying for a permissive tax exemption meet the criteria and that the application process is consistent and meets the goals, policies and general operating principles of the Village. The sources of Municipal revenue are limited and a request for an exemption must be considered in concert with other needs of the Village. Council will determine the amount of revenue to be foregone by permissive tax exemptions for non-profit organizations. Council at its sole discretion may grant varying percentages of tax exemptions up to 100% of the tax exemption.

Exemptions are not given to services that are otherwise provided on a private or for profit bases. This would provide an unfair competitive advantage and is not permitted as per Section 25 of the *Community Charter*.

Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the Village of Pemberton will not be considered.

Further information, including the complete Policy and Application can be found on the following link on Village website:

[http://www.pemberton.ca/media/177127/Permissive\\_Tax\\_Exempt\\_Policy-Jun2013.pdf](http://www.pemberton.ca/media/177127/Permissive_Tax_Exempt_Policy-Jun2013.pdf)



**Village of Pemberton**  
**5 Year Financial Plan Bylaw No. 926, 2022**  
**2022 Revenue Policy Disclosure**

**Note 1**

General 2022 Assumptions:

- Municipal tax revenues increased by 5% in 2022 with 3% to Capital and 2% to Operating Reserve.
- Non-Market Change Report (NMC) for 2022 shows an \$42,526 average change in assessment value of 24.82% (NMC 2.87%, Market 21.96%). Some classes show higher change while others show lower change, than the average.
- Frontage tax is calculated on \$3.53 per meter for water and \$5.79 per meter for sewer. Frontage tax is amended based on the retiring or securing of debt.
- The Industrial Park Parcel Taxes equal the debt based on the overall costs of the project to install the water infrastructure to the Industrial Park in 2007. Only those properties that did not choose to commute (pay upfront) their cost are levied.
- User fees for water rates in 2022 will show no increases compared with 2021.
- User fees for sewer have a \$40,000 budget increase in 2022

General 2022 – 2026 Assumptions:

- A 10% Administration Fee will be charged to individual user requests and tasks.
- Operating costs are increased to reflected ongoing pressures from inflation. Rates are increased by 3.9% in 2022, and assumed to increase 3% in 2023, 2024, 2% in years subsequent through 2026. This represents higher than average, and also highlight a gradual return to normal operation while transitioning out of impacts experienced as a result of the COVID – 19 pandemic, including but not limited to supply chain issues and labor challenges.
- Payroll and benefit related costs are projected to increase at a rate of 3.9% (non-union) and 2% (union) in 2022. Union wages increase by 2.5% and 2.75% in 2023 and 2024, and non-unionized wages are forecast to increase by 3% annually from 2023 through 2024, and 2% annually in 2025 and 2026, in line with operating cost assumptions.
- General debt collections, frontage and/or parcel taxes, will equal the general debenture interest and principle payments. This tax is paid by all property owners within the Village of Pemberton who have the ability to connect to the Village's Infrastructure.
- Transfers to external agencies are forecasted to increase at a rate of 2% per year through 2026.
- Detailed plans for costing of Community Climate Action plan objectives will be introduced and reflected in the 2023-2027 Five Year Financial Plan.

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 926, 2022  
2022 Revenue Policy Disclosure**

**Note 2**

**2022 – 2026 Capital Expenditures:**

Capital Expenditures	Department	Capital Five Year Financial Plan 2022-2026				
		2022	2023	2024	2025	2026
<b><u>Admin Department</u></b>						
Bylaw Truck	Admin	45,000				
E-charging Station	Admin			150,000		
Municipal Hall	Admin					2,000,000
Website Upgrades	Admin		30,000			
	<b>Admin</b>	<b>45,000</b>	<b>30,000</b>	<b>150,000</b>	<b>-</b>	<b>2,000,000</b>
<b><u>Fire Department</u></b>						
Project - Cap. Mach & Equip. Exp - Fire	Fire		50,000	50,000	50,000	50,000
SCBA Tank Replacement 5 per year	Fire	7,500				
Mini Repeater for further signal reach down InShuk FSR	Fire	2,500				
New Security Fencing Training Ground	Fire	25,000				
Structure Fire Bunker Gear	Fire	19,500				
Hoses, Nozzles Adapters	Fire		20,000	10,000	5,000	5,000
Sprinkler Protection Unit Trailer and Truck	Fire	324,513				
Engine 10 Truck Replacement	Fire		565,000			
Ladder 1 Replacement	Fire				1,375,000	
Engine 11 Truck Replacement	Fire				565,000	
Rescue 1 Replacement	Fire					475,000
Firehall Replacement	Fire					12,000,000
	<b>Fire</b>	<b>379,013</b>	<b>635,000</b>	<b>60,000</b>	<b>1,995,000</b>	<b>12,530,000</b>
<b><u>Development</u></b>						
		-	-	-	-	-
	<b>Development</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Public Works and Parks</u></b>						
Loader		-				
Mini Excavator		-				
EV Charger		399,000	150,000	150,000	150,000	150,000
Electric Sign		8,000				
Western Star Truck Replacement		300,000				
Soccer Field and Amenity Building		3,025,611				
Bike Skills Park		1,142,014				
McKenzie Road Repair		198,023				
Pemberton Farm Road East Upgrade		306,000				
Sidewalk		76,000				
Park and Ride		200,000				
Works Building Improvement		-				
Works Building Roof Repair		12,000				
Friendship Trail (Pemberton Farm Road East)		414,000				
One Mile Lake Swingset		-				
Dog Park Fencing		-				
One Mile Lake Culvert		-				
Floating Dock at One Mile		7,000				
Snow Blower attachment for Loader	PW/Parks		30,000			
Boardwalk Replacement	PW/Parks			1,000,000		
Snow Clearing Truck	PW/Parks				200,000	
	<b>PW/Parks</b>	<b>6,087,648</b>	<b>180,000</b>	<b>1,150,000</b>	<b>350,000</b>	<b>150,000</b>

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 926, 2022  
2022 Revenue Policy Disclosure**

<b>Capital Expenditures Continued</b>	<b>Department</b>	<b>Capital Five Year Financial Plan 2022-2026</b>				
		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Recreation Projects</b>						
Fitness Centre Equipment	Recreation	40,000	40,800	41,616	42,448	43,297
Basketball Court	Recreation	74,548				
Accessibility Project with Pemberton & District Library	Recreation	20,000				
Hardscape Landscaping at Youth Centre	Recreation	11,000				
HVAC at Youth Centre	Recreation	20,000				
Soccer Net at Den Duyf Park	Recreation	13,500				
Capital General - PCC	Recreation	-	76,039	77,560	79,111	80,693
Capital Building Plan - PCC	Recreation	-	20,400	20,808	21,224.16	21,649
Capital Building Plan - Youth Centre	Recreation		31,620	32,252	32,897	33,555
	<b>Recreation</b>	<b>179,048</b>	<b>168,859</b>	<b>172,236</b>	<b>175,681</b>	<b>179,194</b>
<b>Water Projects</b>						
Scada Improvements	Water	<b>70,000</b>				
Fernwood Watermain & PRV Replacement	Water	<b>200,000</b>				
Leak Detection Device	Water	<b>18,000</b>				
Hatch Alarm	Water	<b>10,000</b>				
Chlorine Pump Replacement	Water	<b>10,000</b>				
Reservoir mixer motor	Water	<b>10,000</b>				
Zone meters (additional)	Water		20,000			
Test Well/Infiltration Gallery	Water		30,000			
Water Treatment Facility	Water			8,100,000		
Water Feasibility/Water Source	Water				100,000	
Industrial Park Looping	Water				500,000	
	<b>Water</b>	<b>318,000</b>	<b>50,000</b>	<b>8,100,000</b>	<b>600,000</b>	<b>-</b>
<b>Sewer Projects</b>						
Village Wide Scada Upgrades	Sewer	<b>50,000</b>				
Outfall Inline Flushing System	Sewer	<b>10,000</b>				
2 Variable Frequency Drives	Sewer	<b>10,000</b>				
Industrial Park Generator	Sewer	<b>100,000</b>				
Inflow/Infiltration Study	Sewer	<b>50,000</b>				
Walnut Lift Station Design	Sewer	<b>40,000</b>				
Walnut Lift Station Upgrade	Sewer		300,000			
Lift Station #1	Sewer			100,000		
	<b>Sewer</b>	<b>260,000</b>	<b>300,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
<b>Total Capital Expenditures</b>		<b>7,268,709</b>	<b>1,363,859</b>	<b>9,732,236</b>	<b>3,120,681</b>	<b>14,859,194</b>

**VILLAGE OF PEMBERTON**

**BYLAW No. 927, 2022**

---

A bylaw for the levying of annual tax rates for Municipal, Regional District and Sea to Sky Regional Hospital District purposes for the year 2022.

---

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

1. The following rates are hereby imposed and levied for the year 2022:
  - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of Schedule "A" attached hereto and forming a part hereof.
  - (b) For purposes of the Squamish-Lillooet Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of Schedule "A" attached hereto and forming a part hereof.
  - (c) For purposes of the Sea to Sky Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column "C" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited as the "Village of Pemberton Annual Tax Rates Bylaw No. 927, 2022."

**READ A FIRST TIME** this 17<sup>th</sup> day of May, 2022.

**READ A SECOND TIME** this 17<sup>th</sup> day of May, 2022.

**READ A THIRD TIME** this 17<sup>th</sup> day of May, 2022.

**ADOPTED** this \_\_\_\_ day of May, 2022

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**Village of Pemberton  
Schedule "A"  
Bylaw No. 927, 2022**

**2022 Tax Rates**

Tax Rates (dollars of tax per \$1,000 taxable value)
--

PROPERTY CLASS	A General Municipal (Includes Reserves & CEF)	B Regional District (RD)	C Sea to Sky Regional Hospital District (STSRHD)
1 Residential	1.3282	0.8437	0.0331
2 Utility	7.4712	2.9529	0.1160
5 Light Industry	4.5159	2.8686	0.1127
6 Business/Other	2.9885	2.0671	0.0812
8 Rec/Non-Profit	1.3282	0.8437	0.0331
9 Farm	1.3282	0.8437	0.0331

\*The rate for those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (Utility), is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82. The rate established for 2022 is \$3.77 per \$1,000 of actual value of property.

**VILLAGE OF PEMBERTON**

**BYLAW No. 928, 2022**

---

A bylaw to amend the Village of Pemberton Sewer Rates Bylaw No. 899, 2021.

---

**WHEREAS** it is deemed necessary to amend the rates and charges and billing system for the use of the Sanitary Sewer System to meet increased operational costs of the system;

**NOW THEREFORE** the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" of, Amendment Bylaw No. 899, 2021 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw, and which takes effect on January 1, 2022.
  - c) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually before the tax due date of the billing year.
  - d) A 10% penalty will be added to such rates, rents and charges remaining unpaid after the tax billing due date of the billing year.
2. This bylaw may be cited for all purposes as the "Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 928, 2022."

**READ A FIRST TIME** this 17<sup>th</sup> day of May, 2022.

**READ A SECOND TIME** this 17<sup>th</sup> day of May, 2022..

**READ A THIRD TIME** this 17<sup>th</sup> day of May, 2022..

**ADOPTED** this \_\_\_\_ day of May, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

VILLAGE OF PEMBERTON  
Bylaw No. 928, 2022  
Schedule "A"

<b>2022 Annual Sewer Rates</b>			
<b>Flat Rates (Billed Annually)</b>			
		<b>2021</b>	<b>2022</b>
	<b><u>Domestic</u></b>		
1.	Seniors housing projects	\$ 372.01	\$ 386.84
2.	Single family dwellings & trailers	\$ 570.26	\$ 593.00
	-In addition, per residential suite in a S/F dwelling	\$ 284.98	\$ 296.34
3.	Apartments/Duplexes/Multi-family dwellings - per unit		
	- under 1,000 sq.ft.	\$ 373.79	\$ 388.69
	- over 1,000 sq.ft.	\$ 570.26	\$ 593.00
4.	Bed & Breakfast service, guest/rooming house	\$ 815.16	\$ 847.66
	-in addition, per rental room for > 2 rooms	\$ 131.66	\$ 136.91
	- in addition, per residential suite	\$ 284.98	\$ 296.34
5.	Swimming Pool	\$ -	\$ -
	<b><u>Commercial</u></b>		
1.	Motels, Hotels, Inns, Lodges	\$ 82.14	\$ 85.41
	- per room (with or without bath)	\$ 113.82	\$ 118.36
	- per room (with kitchen)	\$ 131.66	\$ 136.91
	- for each pool &/or hot tub	\$ -	\$ -
2.	Strata Hotel	\$ 820.14	\$ 852.84
	- per room (with or without bath)	\$ 113.82	\$ 118.36
	- per room (with kitchen)	\$ 131.66	\$ 136.91
	- per room (with kitchen and laundry)	\$ 284.98	\$ 296.34
	- laundry facility	\$ 325.65	\$ 338.63
	- for each pool or hot tub	\$ -	\$ -
3.	Beauty parlours and barber shops (per chair)	\$ 696.08	\$ 723.83
4.	Cafe, restaurant, coffee shop or dining room		\$ -
	-40 seats maximum (including seasonal/outdoor seating)	\$ 1,727.76	\$ 1,796.65
	-over 40 seats	\$ 2,564.87	\$ 2,667.13
5.	Food & Beverage preparation facilities < 1000 sq. ft.	\$ 696.08	\$ 723.83
	-total area = 1,000 - 2,000 sq. ft.	\$ 1,043.69	\$ 1,085.30
	-total area = > 2,000 sq. ft.	\$ 1,391.85	\$ 1,447.34
6.	Medical/Dental Practice - one practitioner	\$ 1,120.40	\$ 1,165.07
	- per additional practitioner	\$ 560.01	\$ 582.34
7.	Retail stores, < 1000 sq. ft.	\$ 696.08	\$ 723.83
	- > 1000 sq. ft.	\$ 1,739.16	\$ 1,808.50
8.	Banks, offices < 1,000 sq. ft.	\$ 780.93	\$ 812.07
	- > 1,000 sq. ft.	\$ 2,364.73	\$ 2,459.01
9.	Service stations, garages, card locks, etc.	\$ 1,568.29	\$ 1,630.82
	-in addition - for unmetered vehicle wash facility	\$ -	\$ -
10.	Laundries - for each washing machine	\$ 325.65	\$ 338.63
	(or minimum annual charge)	\$ 1,629.45	\$ 1,694.42
11.	Unmetered industrial/commercial usage	\$ 1,140.53	\$ 1,186.00
12.	Beverage rooms, lounges, pubs	\$ 2,611.40	\$ 2,715.52
13.	Greenhouse or Nursery (adjusted seasonal rate)	\$ 696.08	\$ 723.83
14.	Water Bottling - unmetered	\$ 696.08	\$ 723.83
	<b><u>Institutions</u></b>		
1.	Schools, per classroom	\$ 917.28	\$ 953.85
2.	Churches (flat rate)	\$ 696.08	\$ 723.83
3.	Hospitals, Emergency Services Stations	\$ 1,924.96	\$ 2,001.71
	-hospitals, in addition per bed	\$ 55.81	\$ 58.15

VILLAGE OF PEMBERTON  
Bylaw No. 899, 2021  
Schedule "A"

<b>Metered Rates (Billed Quarterly)</b>			
	a) Residences with Suite		
	Fixed Quarterly Meter Charge	\$ 32.39	\$ 33.68
	Plus Volumetric Rate (m3)	\$ 1.18	\$ 1.23
	b) Industrial/Commercial Users		
	Fixed Rate (under 300m3)	\$ 243.21	\$ 252.91
	Volumetric Rate (m3 after 300m3)	\$ 1.24	\$ 1.29
	c) Industrial/Commercial Users		
	Flat Rate (for Units with non-functioning or no meters)	\$ 311.25	\$ 323.66
			\$ -
	d) *Bulk Water Rate (m3)	\$ 5.02	\$ 5.22
	a) Residential/Commercial/Industrial		
	Fixed Rate (under 300m3)	\$ 288.22	\$ 299.71
	Volumetric Rate (m3 after 300m3)	\$ 1.59	\$ 1.65
	b) Residential/Commercial/Industrial		
	Flat Rate (for Units with non-functioning or no meters)	\$ 271.42	\$ 282.24
*Large bulk sewer disposals require individual negotiated agreements.			



**VILLAGE OF PEMBERTON  
BYLAW No. 929, 2022**

---

A bylaw to amend the Village of Pemberton Water Rates Bylaw No. 900, 2021

---

**WHEREAS** it is deemed necessary to amend the rates and charges and billing system for waterworks services to meet increased operational costs of the system;

**NOW THEREFORE** the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 232, 1989, Amendment Bylaw No. 900, 2021 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw and which takes effect on January 1, 2022.
2. Billing
  - a) Utility billing is done on an annual basis and is due with property taxes on the property tax due date.
  - b) A 10% penalty will be added to such rates, rents and charges remaining unpaid after the property tax due date.
3. This bylaw may be cited for all purposes as the "Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 929, 2022."

**READ A FIRST TIME** this 17<sup>th</sup> day of May, 2022.

**READ A SECOND TIME** this 17<sup>th</sup> day of May, 2022.

**READ A THIRD TIME** this 17<sup>th</sup> day of May, 2022.

**ADOPTED** this \_\_\_\_ day of May, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

VILLAGE OF PEMBERTON  
Bylaw No. 929, 2022  
Schedule "A"

<b>VILLAGE OF PEMBERTON</b>		
<b>Water Rates 2022</b>		
		<b>2022</b>
<b>Flat Rates (Billed Annually)</b>		
	<u><b>Domestic</b></u>	
1.	Seniors housing projects	\$ 389.45
2.	Single family dwellings & trailers	\$ 593.45
	-In addition, per residential suite in a S/F dwelling	\$ 296.71
3.	Apartments/Duplexes/Multi-family dwellings - per unit	
	-under 1,000 sq. ft.	\$ 389.45
	-over 1,000 sq. ft.	\$ 593.45
4.	Bed & Breakfast service, guest/rooming house	\$ 1,000.54
	-in addition, per rental room for > 2 rooms	\$ 198.53
	- in addition, per residential suite	\$ 297.14
5.	Swimming Pool	\$ 108.47
	<u><b>Commercial</b></u>	
1.	Motels, Hotels, Inns, Lodges	\$ 889.44
	- per room (with or without bath)	\$ 131.34
	- per room (with kitchen)	\$ 175.27
	- for each pool &/or hot tub	\$ 186.57
2.	Strata Hotel	\$ 889.44
	- per room (with or without bath)	\$ 131.34
	- per room (with kitchen)	\$ 175.25
	- per room (with kitchen and laundry)	\$ 218.96
	- laundry facility	\$ 224.42
	- for each pool or hot tub	\$ 186.57
3.	Beauty parlours and barber shops (per chair)	\$ 654.87
4.	Cafe, restaurant, coffee shop or dining room	
	-40 seats maximum (including seasonal/outdoor seating)	\$ 1,210.68
	-over 40 seats	\$ 1,796.88
5.	Food & Beverage preparation facilities < 1000 sq. ft.	\$ 654.87
	-total area = 1,000 - 2,000 sq. ft.	\$ 982.14
	-total area = > 2,000 sq. ft.	\$ 1,309.38
6.	Medical/Dental Practice - one practitioner	\$ 654.87
	- per additional practitioner	\$ 327.27
7.	Retail stores, < 1000 sq. ft.	\$ 639.12
	- > 1000 sq. ft.	\$ 1,342.78
8.	Banks, offices < 1,000 sq. ft.	\$ 717.18
	- > 1,000 sq. ft.	\$ 1,656.90
9.	Service stations, garages, card locks, etc.	\$ 960.75
	-in addition - for unmetered vehicle wash facility	\$ 1,790.49
10.	Laundries - for each washing machine	\$ 224.42
	(or minimum annual charge)	\$ 1,122.49
11.	Unmetered industrial/commercial usage	\$ 2,008.56
12.	Beverage rooms, lounges, pubs	\$ 1,829.53
13.	Greenhouse or Nursery (adjusted seasonal rate)	\$ 1,048.18
14.	Water Bottling - unmetered	\$ 2,685.57
15.	Weekly Hydrant Connection - Building Development (unmetered) *plus damage deposit	\$ 46.36

**Date:** Tuesday, May 17, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Cameron Chalmers, RPP, MCIP, Consulting Planner

**Subject:** Development Cost Charge Bylaw – Affordable Housing Exemption/Reduction

---

**PURPOSE**

The purpose of this report is for Council to consider the first three readings to an amendment to the Development Cost Charge (DCC) Bylaw No. 723, 2013 to enable exemptions and reductions for affordable housing development. Specifically, the proposed amendment would provide a full exemption from DCC charges for housing units delivered by a not-for-profit entity or units provided under a housing agreement with restricted rental rates for a period of not less than twenty (20) years. The amendment would grant a 25% reduction in DCC charges for market rental projects constructed under a housing agreement that prohibits strata-titling for a period of not less than ten (10) years.

**BACKGROUND**

On March 10, 2020, Council endorsed an Affordable Housing Work Program (the “Work Program”) as a follow up to and refinement of the Age Friendly Affordable Housing Action Plan and Age-Friendly Affordable Housing Needs Assessment. The Work Program included a number of strategies and recommendations to further affordable and attainable housing in Pemberton. The Work Program recommends a review of the DCC structure and charges as they relate to affordable housing as part of the overall DCC Bylaw review.

Further, at Special Council Meeting No. 1528, held November 30, 2020, Council rose with report from In Camera with the following resolution:

*Moved/Seconded*

***THAT*** Staff be directed to prepare an Eligible Development for Waiving or Reducing Development Cost Charge Bylaw for consideration by Council in 2021.

***CARRIED***

Although it had been anticipated this work would be done in 2021 due to other workplan priorities this initiative was deferred to 2022.

The overall DCC Bylaw review remains in process and the Village has succeeded in attracting both market and non-market affordable rental housing development that will likely obtain building permits before completion of the DCC bylaw review. Accordingly, Staff have prepared an amendment to the existing DCC Bylaw to ensure that any exemptions or reductions Council may

want to provide are in place in advance of building permit applications for qualifying affordable housing projects. Staff expect these amendments will be incorporated into the new DCC bylaw.

## **STATUTORY AUTHORITY**

Section 563 of the *Local Government Act* (the “LGA”) provides specific authority to municipalities to offer exemptions or reductions to DCC charges for eligible affordable **rental** housing projects. It stipulates that in order to exercise that power, the municipality must, by bylaw, define “eligible developments” and specifically state the amount DCC charges may be reduced, or the conditions under which a project may be exempted entirely. The LGA also makes provision for Council to delegate the authority to Staff, with the option for a Council reconsideration of the delegate’s decision at the request of the Applicant.

Staff have prepared a DCC bylaw amendment that meets the statutory authority for municipalities to waive or reduce DCC charges for affordable housing.

## **DESCRIPTION**

The attached Bylaw No. 930, 2022 is a proposed amendment to the Development Cost Charge Bylaw No. 723, 2013 to enable reductions and waivers of DCC charges for affordable housing development.

To align the bylaw with the statutory authority granted under the LGA, the proposed amendment includes a number of new definitions to specify developments that will be eligible for reduction or waiver of DCC charges.

The draft bylaw includes two types of eligible development as follows:

***eligible development - for profit*** means the development of rental dwelling unit(s) pursuant to a *housing agreement* with the Village of Pemberton, which specifically includes a prohibition on strata-titling for a period of not less than then (10) years and does not qualify as “Eligible Development – Not for Profit”.

***eligible development - not for profit*** means the development of rental or supportive living dwelling unit(s):

- a. by a not-for-profit, community service, or government agency with a mandate to provide affordable or supportive living housing; or
- b. by anyone pursuant to a *housing agreement* with the Village of Pemberton which restrict rents to below market values as defined by BC Housing, Canada Mortgage and Housing Corporation, or the Village of Pemberton for a period of not less than twenty (20) years.

In proposing two classes of eligible projects, Staff sought to acknowledge the importance of market rental housing (*eligible development – for profit*) in the Village and provide an appropriate DCC reduction for those projects. The proposed reduction of 25% seeks to balance that acknowledgment with the importance of DCC charges as a means to ensure development contributes to the municipal infrastructure system while incentivizing affordable housing.

The proposed waiver for *eligible development - not for profit* would acknowledge that this form of affordable housing would be delivered by either not-for-profit entities, or by private developers who are foregoing profit on a portion of their development for the betterment of the community. These projects would benefit from a full waiver of DCC charges.

## **DISCUSSION & COMMENTS**

### *DCC's Generally*

Development cost charges are one of the tools provided for under the *Local Government Act* for the municipality to collect funds from development projects to fund municipal capital infrastructure expenditures. The DCC bylaw establishes rates for different types of development or densities of residential developments. The amount the Village collects for DCC's per annum is variable and dependent on the number of new lots subdivided, new multiple family units, commercial, or industrial space granted building permits.

In Pemberton, development cost charges are comparatively modest due to substantially below market charge rates and the limited amount of development per annum in the Village compared to other larger jurisdictions. However, it is still a relevant and beneficial funding source for capital improvements, and Staff anticipate the new DCC bylaw will outline a meaningful DCC program to ensure new development makes adequate contributions to municipal infrastructure.

Though the proposed bylaw amendment will result in a potential loss of DCC revenue and impact the growth of the Village DCC reserve funds, Staff do not anticipate the proposed waivers and reductions will fundamentally alter the ability of the Village to operate the DCC program under the current bylaw. Further, Staff anticipate that these 'losses' will be accommodated and accounted for when DCC charges are set in the new DCC bylaw.

More importantly, Staff view the potential benefit of incentivizing and awarding affordable housing projects as a reasonable offset to the foregone DCC revenue.

### *Incentive Based Approach*

The rationale for the DCC waiver and reduction approach outlined in the Work Program is to provide financial incentives to development projects that are providing affordable housing as a Council priority. The DCC reductions and waivers are one of the tools the Village has to offset the costs of these projects through foregone DCC revenue.

As a Council and Village priority, providing suitable incentives for affordable housing will assist in securing additional units in the future.

### *Housing Agreement Term and Prohibition on Strata Titling*

The two types of eligible development have different minimum housing agreement durations and Staff wish to offer additional commentary on the rationale for the approach.

The primary reason is that Staff support a ten (10) year minimum term for market rental, provided the housing agreements prohibits strata titling. Under the *Strata Property Act* new buildings can be strata-titled and demised into individual units without approval of the municipality or Approving Officer. There are some exceptions for multi-phase projects, but in general, the decision on whether new buildings will be strata-titled is made by the developer, not the municipality. The

eligibility requirement for “*Eligible Development – For Profit*” includes a specific prohibition on strata-titling for a period of not less than ten (10) years.

Staff submit the prohibition is beneficial to the Village because it will give the Village substantial influence over housing diversity for this type of building. Staff contend the recommended then (10) year term is advantageous to the Village in this regard. The primary reason is that the prohibition will ensure the buildings are initially occupied without being strata-titled. Once a building is occupied it cannot be strata-titled without Council approval. In considering whether or not to strata title a previously occupied building, the *Strata Property Act* stipulates that Council must consider the priority of rental versus ownership housing in making the decision.

Effectively, Council will be positioned to react to future strata conversion applications based on the local housing market at the time of the application. Whereas affordable rental is a priority now, it is foreseeable that entry-level market units in existing buildings may fill important market needs in the future. The ten (10) year timeframe enables the potential release, subject to Council approval, of units for purchase in buildings that have substantial life remaining.

In summary, Staff recommend a minimum ten (10) year term to give Council maximum flexibility to react to future housing needs in Pemberton.

### **COMMUNICATIONS**

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

### **LEGAL CONSIDERATIONS**

Legal considerations associated with this report are discussed in detail in the Background section.

### **IMPACT ON BUDGET & STAFFING**

There are no budget, policy or staffing considerations at this time.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

### **COMMUNITY CLIMATE ACTION PLAN**

The proposed amendments will not have a direct impact on the Community Climate Action Plan goals and strategies.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There are no impacts on neighbouring jurisdictions

### **ALTERNATIVE OPTIONS**

**Option One:** THAT Council gives first, second, and third readings to Development Cost Charge Amendment Bylaw No. 930, 2022 (Affordable Housing Waiver/Reduction Bylaw).

**Option Two:** That Council refers Development Cost Charge Amendment Bylaw No. 930, 2022 (Affordable Housing Waiver/Reduction Bylaw) back to Staff to address the following considerations:

- {...}

**RECOMMENDATIONS**

Staff recommend Option One:

**THAT** Council gives first, second, and third readings to Development Cost Charge Amendment Bylaw No. 930, 2022 (Affordable Housing Waiver/Reduction Bylaw).

**ATTACHMENTS:**

**Appendix A:** Development Cost Charge Amendment Bylaw No. 930, 2022 (Affordable Housing Waiver/Reduction) Bylaw.

Prepared by:	Cameron Chalmers, RPP, MCIP, Consulting Planner
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

## VILLAGE OF PEMBERTON

## BYLAW NO. 930, 2022

---

**A bylaw to amend the Village of Pemberton Development Cost Charge Bylaw No. 723, 2013**


---

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

**CITATION**

1. This Bylaw may be cited for all purposes as “Village of Pemberton Development Cost Charge Amendment (Affordable Housing Waiver/Reduction) Bylaw No. 930, 2022.”

**APPLICATION**

2. Village of Pemberton Development Cost Charge Bylaw No. 723, 2013 is amended by:

- 2(1) Inserting the following definitions in alphabetical sequence in section 2.1:

***Eligible development*** means the development of rental dwelling unit(s) pursuant to a housing agreement with the Village of Pemberton or rental dwelling units developed by a not-for-profit, community service, or government agency to provide affordable housing and is either *eligible development – for profit* or *eligible development – not for profit*.

***Eligible development - for profit*** means the development of rental dwelling unit(s) pursuant to a *housing agreement* with the Village of Pemberton, which specifically includes a prohibition on strata-titling for a period of not less than ten (10) years and does not qualify as *eligible development – not for profit*.

***Eligible development - not for profit*** means the development of rental or supportive living dwelling unit(s):

- a) by a not-for-profit, community service, or government agency with a mandate to provide affordable or supportive living housing; or
- b) by anyone pursuant to a *housing agreement* with the Village of Pemberton which restricts rents to below market values as defined by BC Housing, Canada Mortgage and Housing Corporation, or the Village of Pemberton for a period of not less than twenty (20) years.

***Housing agreement*** has the same meaning as in the *Local Government Act* and includes *housing agreements* adopted by bylaw between the Village of Pemberton and a developer, and any agreement with BC Housing, Canada Mortgage and Housing Corporation or other government funded agency that restricts the dwelling units to affordable units as defined by the Village of Pemberton or the other government funded agency.

- 2(2) Inserting the following new sections 4.2 and 4.3:

- 4.2 The authority to administer waivers and reductions to the Development Cost Charge Bylaw is delegated to the *Building Official* for building permit applications which would otherwise trigger payment of Development cost charges.

- 4.3 For an *eligible development*, the Village of Pemberton may:



- a) reduce by 25% the total development cost charges payable for each *eligible development - for profit* dwelling unit; or
- b) waive entirely the payment of development cost charges for each *eligible development - not for profit* dwelling unit.

**READ A FIRST TIME** this 17<sup>th</sup> day of May, 2022.

**READ A SECOND TIME** this 17<sup>th</sup> day of May, 2022.

**READ A THIRD TIME** this 17<sup>th</sup> day of May, 2022.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**Date:** Tuesday, May 17, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Colin Brown MCP, Planner II

**Subject:** Zoning Amendment (Housekeeping) Bylaw No. 924, 2022 – Third Reading and Adoption

---

## **PURPOSE**

The purpose of this report is to present to Council for third Reading and Adoption the Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022, that makes Village initiated text and mapping amendments to Zoning Bylaw No. 832, 2018.

## **BACKGROUND**

At Regular Council meeting No. 1558, held Tuesday, April 5, 2022, Council gave first and second readings of Village to Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022. Due to the housekeeping nature of the amendments, Council waived the requirement to hold a public hearing. The Report to Council, dated Tuesday, April 5, 2022, with the appendices, is linked here on the Village website: <https://www.pemberton.ca/public/download/files/210567>

## **DISCUSSION & COMMENTS**

To ensure the continued effectiveness of the Zoning Bylaw, it is necessary to address several unrelated issues in one amendment bylaw. All proposed modifications are minor and include the correction of inconsistencies, previously undiscovered errors and the clarification of details and are therefore considered to be housekeeping in nature. These updates will assist the public in interpreting the bylaw and reduce staff time spent responding to inquiries.

Zoning Amendment (Housekeeping) Bylaw No. 924, 2022 is presented for Council's consideration of third and fourth readings and adoption and is attached as **Appendix A**.

## **COMMUNICATIONS**

As per section 467 of the *Local Government Act*, if a public hearing is waived the local government must provide notice to the public describing the purpose of the zoning bylaw amendment; land or lands that are subject to the bylaw; the date of the first reading of the bylaw; and where the bylaw may be inspected.

Notice was provided as required through newspaper ads placed in two consecutive issues of the Pique Newsmagazine on May 5<sup>th</sup> and May 12<sup>th</sup>, notifying the public that the public hearing has been waived (**Appendix B**). The ads also provided the public with the means to comment on the proposed bylaw before Council considers third reading and adoption. No comments had been

received when this report was submitted. Any comments received before the Regular Council meeting will be presented during the staff presentation.

### **LEGAL CONSIDERATIONS**

Pursuant to section 464(1) and (2) of the *Local Government Act*, Council may waive the holding of a public hearing on the proposed zoning bylaw as the bylaw is consistent with the official community plan. As noted under Communications, advertising is required whether the public hearing is held or is waived.

### **IMPACT ON BUDGET & STAFFING**

The preparation of the amending bylaw was completed in-house and as a component of the day-to-day operations of the Development Services Department.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no impacts on other departments and no approvals are required.

### **COMMUNITY CLIMATE ACTION PLAN**

The changes proposed to Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022, are housekeeping in nature and will not impact 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**

**Recommendation 1:** THAT Council gives third reading to Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022.

**Recommendation 2:** THAT Council adopts Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022.

### **ATTACHMENTS:**

**Appendix A:** Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022  
**Appendix B:** Public Notice, as appeared in the May 5 and 12 editions of the Pique Newsmagazine.

Prepared by:	Colin Brown MCP, Planner II
Manager Approval:	Scott McRae, Manager of Development Services
Acting CAO Approval by:	Sheena Fraser, Acting, Chief Administrative Officer

**VILLAGE OF PEMBERTON  
BYLAW No. 924, 2022**

**Appendix A**

---

**Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 2018**

---

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

**CITATION AND PURPOSE**

1. This Bylaw may be cited for all purposes as “Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 921, 2022”.
2. The purpose of this bylaw is to correct errors and omissions and to improve clarity by text and mapping amendments to Zoning Bylaw No. 832, 2018

**APPLICATION**

3. **Village Of Pemberton Zoning Bylaw No. 832, 2018 is amended as follows:**

3(1) Section 1.4 is amended by inserting new paragraphs (b) and (c) as follows:

- (b) The Chief Administrative Officer, Manager of Corporate and Legislative Services, Manager of Development Services, Planner, Chief Building Official, Bylaw Enforcement Officer, Manager of Operations and Projects, and their designates and any other person appointed by the Council are hereby authorized to administer this Bylaw.
- (c) Persons appointed under paragraph (b) may enter any property subject to this Bylaw at all reasonable times for the purpose of ascertaining whether this Bylaw is being observed.

3(2) Section 1.5 is amended by:

- (a) in paragraph (a), striking out the words “and is liable to penalties imposed under the Village of Pemberton’s Municipal Ticket Utilization Bylaw”; and
- (b) inserting a new paragraph (c) as follows:
  - (c) A person who commits an offense under this Bylaw is liable if:
    - i. proceedings are brought under the Offense Act (B.C.), to pay a fine to a maximum of \$50,000 and such other amounts as the court may impose in relation to the offence; or
    - ii. a bylaw notice is issued under a bylaw made under the Local Government Bylaw Notice Enforcement Act, to pay a penalty to a maximum authorized under that Act.

3(3) **Part 3: Definitions** is amended by:

- (a) inserting the following new definitions in alphabetical order:

***Balcony***

means an exterior floor system projecting from a structure and supported by that structure, with no additional independent supports.

***Deck***

means an exterior floor system supported on at least two opposing sides by an adjoining structure and/or posts, piers, or other independent supports.

***Dwelling Unit, Accessory***

means a dwelling unit that is ancillary to the principal building including an *accessory residential dwelling, carriage house* and *secondary suite*.

***Emergency Shelter***

means a use staffed and supervised by a public authority or non-profit agency for the purpose of providing temporary sleeping accommodation for people in need of emergency shelter on a short-term basis (to a maximum of 30 days). Emergency Shelter use includes drop-in and meal services as well as accessory administration and office space for use by program staff

- (b) striking out the definition of Carriage House and inserting the following in its place:

***Carriage House***

means an *accessory dwelling unit* situated above a detached garage that is separate from the principal dwelling, detached, but located on the same lot in accordance with Section 7.10 of this Bylaw

- (c) striking out the definition of Home Occupation and inserting the following in its place:

***Home Occupation***

means the use of a *residential dwelling unit* for a licensed commercial occupation, profession or craft by the primary occupant of the residential unit that is contained entirely within the *permitted residential use* and conducted in accordance with the regulations in section 7.17 of this Bylaw.

- 3(4) Section 4.13 (a) vii. is amended by striking out the word “front”.
- 3(5) Section 6.3(a) is amended by inserting a new subparagraph (xviii) *Emergency Shelter*.
- 3(6) Section 7.1 (a) (v) is struck out and the following inserted in its place:
- No *accessory building* shall be located in the front yard except a *garage, carport, or carriage house*.
- 3(7) Section 7.10 (a) is amended by striking out subparagraph ii. and inserting in its place the following:
- The *accessory dwelling unit* of the *carriage house* shall be located on the second storey of a *detached garage*.
- 3(8) Section 7.18 (a) is amended by
- (a) inserting the term “Rural Residential 1” between the terms “Parks and Recreation” and “and Outdoor Recreation Zones,”; and
  - (b) Striking out subparagraph (ii) and inserting in its place the following: be limited to a maximum two (2) per *lot* in *Agricultural, Public, Parks and Recreation, Rural Residential 1, and Outdoor Recreation Zones*, and one (1) per leasehold for the *Aerodrome use* at the *Airport*.
- 3(9) Section 7.18 is amended by inserting a new subparagraph (c) as follows:
- Notwithstanding regulations in section 7.18 (a) ii. the maximum of two (2) Intermodal Storage Containers may be exceeded on the parcel known as Den Duyf Park, legally described as LOT B DISTRICT LOT 211 LILLOOET DISTRICT PLAN EPP40824. Size, location, and placement of Intermodal Storage Containers at Den Duyf Park must be approved by the Chief Administrative Officer.
- 3(10) Section 7.21 (a) (i) is amended by inserting the words “or finished grade” after the words “average natural grade”.
- 3(11) Section 7.23 (e) is struck out and the following is inserted in its place:
- In *detached dwellings, secondary suites* shall have a total *gross floor area* of not more than 90 m<sup>2</sup> and shall have an area less than 40% of the *floor area* of the *detached dwelling unit excluding the garage*.
- 3(12) A new section 7.26.1 is inserted as follows:
- Swimming Pools, Spas, and Hot Tubs

- (a) Where a residential use is permitted, an above ground swimming pool, spa or hot tub is permitted as an accessory use, in accordance with the following provisions:
  - i. any above ground swimming pool, spa or hot tub shall not be located within 7.5 m of a front lot line;
  - ii. swimming pools shall be enclosed in a structure or surrounded by a fence not less than 1.5 m and not more than 1.8 m in height, designed to prevent climbing, and where equipped with gates, be operated by hinges and a lock and be able to be opened freely only from the inside.

3(13) Section 7.28 is repealed.

3(14) Section 7.29 is repealed.

3(15) Section 7.30 is repealed.

3(16) Section 8.1 (j) is struck out and the following inserted in its place:

Where ten (10) or more parking spaces are required by this Bylaw, the required spaces shall be accessible to persons with a disability, as outlined in the table below:

<b>Total Required Parking Stalls</b>	<b>Required Number of Disability Parking Spaces</b>
10-20	1
21-50	2
51-80	3
81-110	4
111-140	6
141-170	8

3(17) Section 8.2 is repealed.

3(18) Section 8.3 is struck out and the following is inserted in its place:

***Residential Vehicular Parking Requirements***

<b><i>Apartment Dwelling</i></b>	
One Bedroom	1 per <i>dwelling unit</i>
Two Bedroom	1.75 per <i>dwelling unit</i>
Three Bedroom	2 per <i>dwelling unit</i>
Visitor parking	0.25 per <i>dwelling unit</i>
<b><i>Detached Dwelling</i></b>	
<b><i>Detached Dwelling Unit</i></b>	

<i>Duplex</i> <i>Bed and Breakfast</i> <i>Bed and Breakfast Inn</i> <i>Secondary Suite/ Carriage House</i> <i>Short-Term Vacation Rental</i> <i>Manufactured Home</i>	2 per <i>dwelling unit</i> 2 per <i>dwelling unit</i> +1 per available bedroom +1 per available bedroom +1 per <i>unit</i> +1 per available bedroom 2 per <i>dwelling</i>
<b><i>Townhouse Dwelling</i></b>  One Bedroom Two Bedroom Three+ Bedroom Visitor Parking	1 per <i>dwelling unit</i> 2 per <i>dwelling unit</i> 2 per <i>dwelling unit</i> 0.25 spaces per <i>dwelling unit</i>

3(19) Section 8.8 is amended by inserting the word “commercial” before the phrase “parking standards” in paragraph (a).

3(20) Section 8.11 is amended by:

(a) Striking out subparagraph (l) and inserting the following in its place:

(l) That portion of any *lot* used as a driveway from the *lot line* to a required parking area shall not exceed a grade of 20%.;

(b) Inserting a new subparagraph (q) as follows:

(q) For driveways with grades over 8% a driveway profile drawing is required pursuant to Village of Pemberton Building Bylaw No. 912, 2021.; and

(c) Inserting a new subparagraph (r) as follows:

(r) The following applies to any lot created through subdivision approved after Bylaw 921, 2022 is adopted:

i. The maximum gradient for driveways adjoining all roads shall not exceed 10%.

ii. The maximum driveway gradient may be exceeded with the approval of a stamped drawing from a registered engineer to the satisfaction of the Building Official.

3(21) Section 13.1. is amended by:

(a) in subsection 13.1.2, striking out paragraph (a); and

(b) in subsection 13.1.3,

i. striking out the phrase “an accessory suite or” from paragraph



(a); and

ii. striking out the phrase “accessory suite” from paragraph (d).

3(22) Section 13.2 is amended by

(a) in subsection 13.2.3, adding the phrase “or Duplex” to paragraph (e) (ii);

(b) in subsection 13.2.4, adding the phrase “or Duplex” to paragraph (b);

(c) in subsection 13.2.5, adding the phrase “or Duplex” to  
i. paragraph (b) and  
ii. paragraph d; and

(d) in subsection 13.2.6., adding the phrase “or Duplex” to  
i. paragraph b),  
ii. paragraph d),  
iii. paragraph f),  
iv. paragraph h),  
v. paragraph j),  
vi. paragraph l), and  
vii. paragraph n).

3(23) Section 13.3 is amended by

(a) in subsection 13.3.2, striking out paragraph (a); and

(b) in subsection 13.3.3,

i. striking out the phrase “an accessory suite” from paragraph (a), and

ii. Striking out the phrase “accessory suite” from paragraph (d).

3(24) Section 14.1 is amended by

(a) in subsection 14.1.2, striking out paragraph (a); and

(b) in subsection 14.1.3,

i. striking out the phrase “an accessory suite” from paragraph (a), and

ii. striking out the phrase “accessory suite” from paragraph (d).

3(25) Section 14.2.6 is amended by inserting a new paragraph (l) as follows:

(l) Maximum Number of <i>Accessory Buildings</i> :	2
--	---

3(26) Section 15.1.3 is amended by striking out paragraph (i) and inserting in its place the following:

- (i) Combined Commercial Residential: The Combined Commercial Residential Use is permitted only on lands legally described as Lot A, DL 203 and 7926, LLD, EPP95387.

3(27) Schedules A and A-1 are removed and replaced with new Schedules A and A-1 that are attached to and form part of this Bylaw.

**READ A FIRST TIME** this 5<sup>th</sup> day of April, 2022.

**READ A SECOND TIME** this 5<sup>th</sup> day of April, 2022.

**NOTICE OF WAIVING OF PUBLIC HEARING TO AMEND** the Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022 was **PUBLISHED IN THE** Pique Newsmagazine on May 5 and May 12, 2022.

**READ A THIRD TIME** this 17<sup>th</sup> day of May, 2022.

**ADOPTED** this 17<sup>th</sup> day of May, 2022.

---

Mike Richman  
Mayor

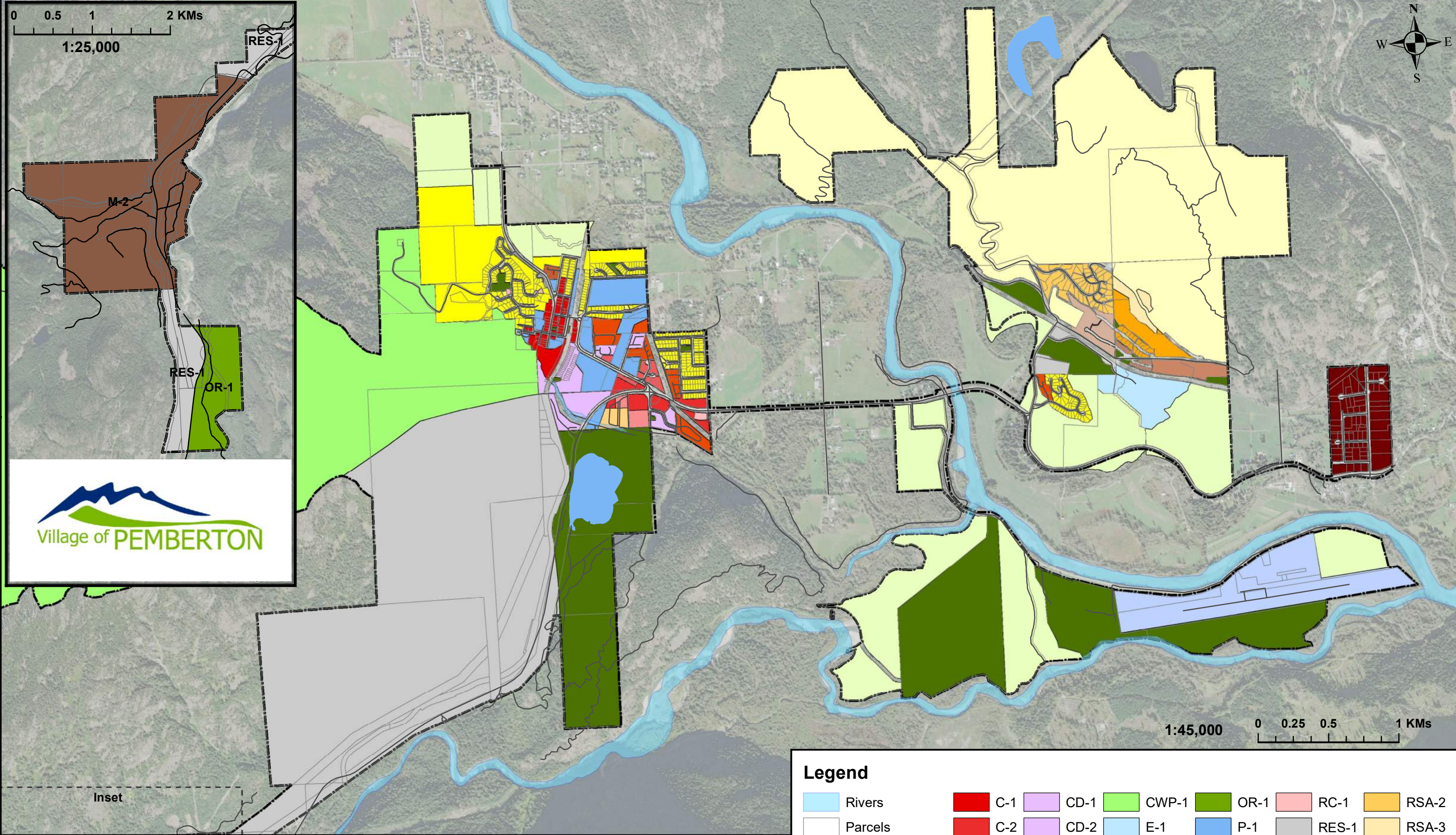
---

Sheena Fraser  
Corporate Officer

0 0.5 1 2 KMs  
1:25,000

M-2  
RES-1  
OR-1

Village of PEMBERTON

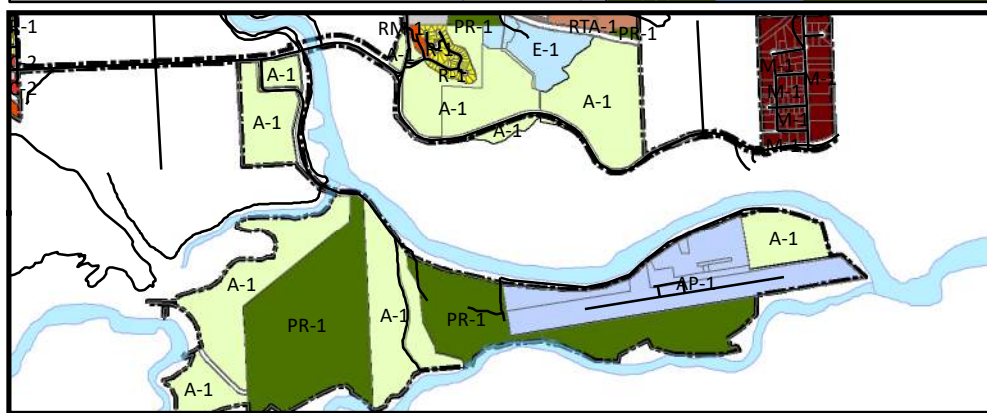
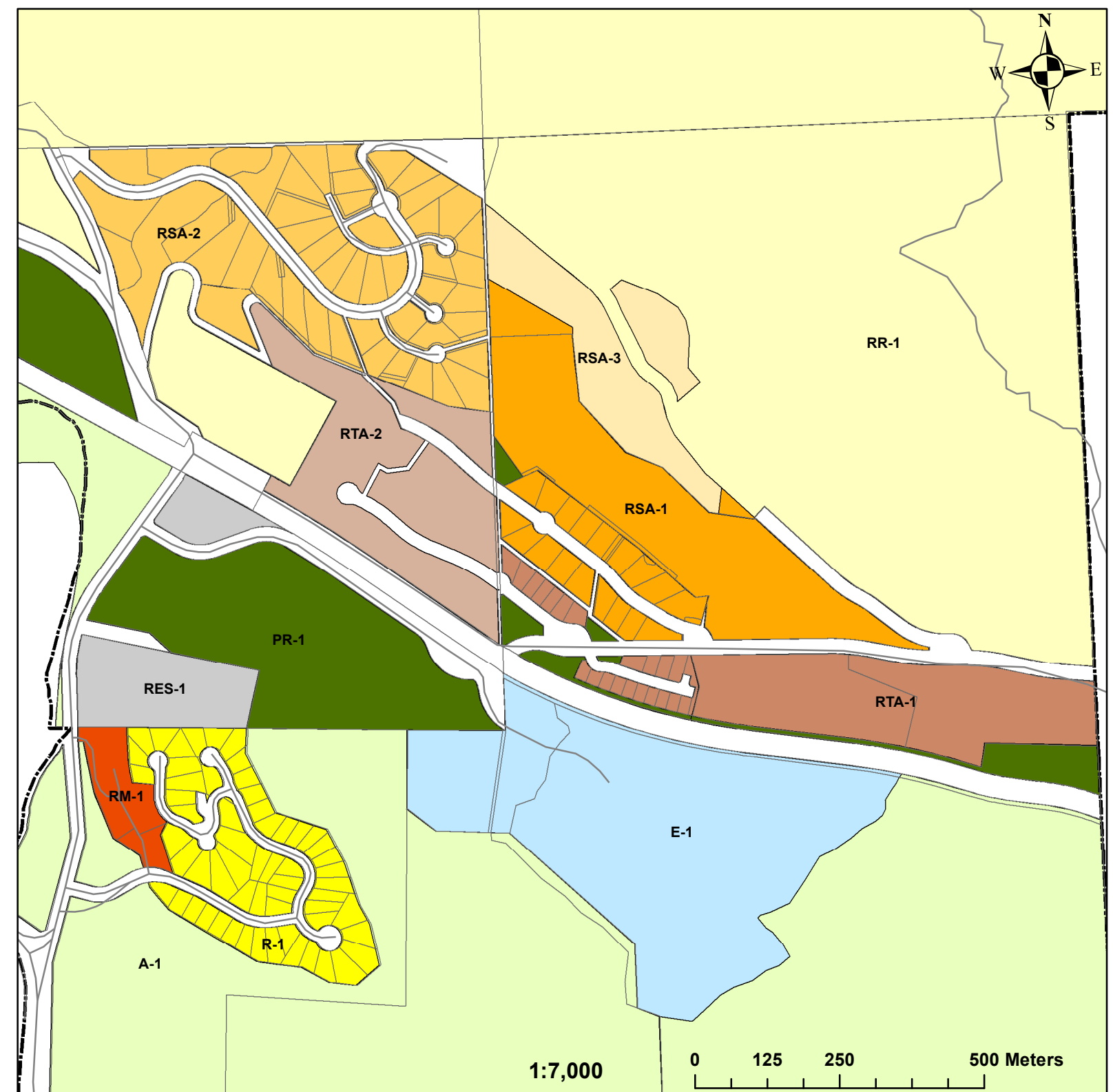
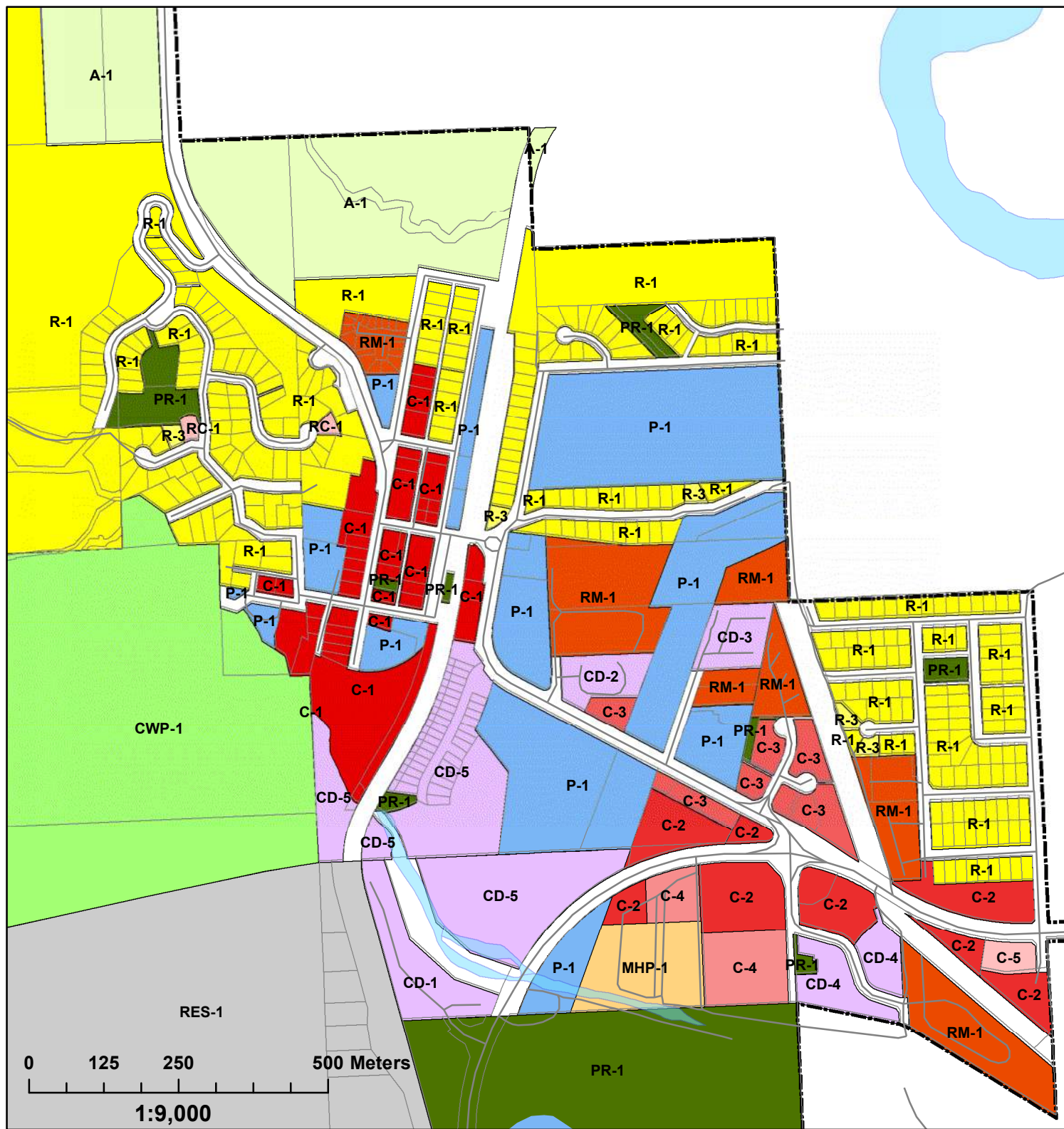


1:45,000 0 0.25 0.5 1 KMs

**Legend**

Rivers	C-1	CD-1	CWP-1	OR-1	RC-1	RSA-2
Parcels	C-2	CD-2	E-1	P-1	RES-1	RSA-3
Village Boundary	C-3	CD-3	M-1	PR-1	RM-1	RTA-1
A-1	C-4	CD-4	M-2	R-1	RR-1	RTA-2
AP-1	C-5	CD-5	MHP-1	R-2	Village of Pemberton	

**Schedule A**  
**Village of Pemberton Zoning Bylaw No. 832, 2018**  
**Amendment Bylaw No. 924, 2022**



**Schedule A - 1  
Village of Pemberton  
Zoning Bylaw No. 832, 2018  
Amendment Bylaw No. 924, 2022**



**Legend**

Rivers	C-1	CD-1	CWP-1	OR-1	RC-1	RSA-2
Parcels	C-2	CD-2	E-1	P-1	RES-1	RSA-3
Village Boundary	C-3	CD-3	M-1	PR-1	RM-1	RTA-1
A-1	C-4	CD-4	M-2	R-1	RR-1	RTA-2
AP-1	C-5	CD-5	MHP-1	R-3	RSA-1	Village of Pemberton



# Public Notice

Questions?  
We're  
Listening.



604.894.6135



admin@  
pemberton.ca



pemberton.ca

## Notice to waive Public Hearing and consider Third and Fourth Reading

Village of Pemberton Council is considering Zoning Bylaw Amendment (Housekeeping) Bylaw No. 924, 2022, to update the Zoning Bylaw No. 832, 2018, and address concerns brought forward by Staff. All changes are housekeeping in nature, either administrative, corrections, and clarifications, and are intended to make the Zoning Bylaw more user-friendly. The proposed updates are not expected to significantly impact individual properties or change particular land uses or their regulations. First and Second Reading of the Bylaw 924, 2022, were given on Tuesday, April 5, 2022.

Notice is given pursuant to Sections 464(2) and 467 of the *Local Government Act* that the requirement for a public hearing has been waived by Council respecting Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 924, 2022. An Official Community Plan applies to the areas that are the subject to Zoning Amendment Bylaw No. 841, 2018 and the Village of Pemberton Council considers this Bylaw to be consistent with the Village of Pemberton Official Community Plan Bylaw No. 654, 2011.

Council will consider giving Third and Fourth Reading of the proposed Bylaw at its Regular meeting of Council commencing at 5:30pm on Tuesday, May 17, 2022.

### How do I get more information and provide feedback?

Copies of the proposed bylaw and relevant background documents may be inspected at the Village of Pemberton Office by contacting administrative staff by phone (604-894-6135) or email (admin@pemberton.ca) to set up an appointment to view a copy at Village Office, 7400 Prospect Street, during the office hours of 9am to 4pm, from Wednesday, April 6, 2022 to Tuesday, May 17, 2022 and also online at [pemberton.ca](http://pemberton.ca). All persons, who believe their interest in the property is affected by the proposed Bylaw, shall be given a reasonable opportunity to be heard by Council. Written comments must be addressed to "Mayor and Council" and may be submitted through one of the following methods prior by 4pm on Monday, May 16, 2022:

**Email:** admin@pemberton.ca

**Mail:** Corporate & Legislative Services, Village of Pemberton, P.O. Box 100, Pemberton, BC, V0N 2L0

**In Person:** Corporate & Legislative Service Department, 7400 Prospect Street, Pemberton BC

Submissions received for the proposed Bylaw before 12pm on Thursday, May 12, 2022 will be included in the Report to Council package for Council's consideration. Submissions received after 12pm on Thursday, May 12, 2022, will be presented to Council at the Regular Meeting of Pemberton Council on Tuesday, May 17, 2022.

Sheena Fraser, Corporate Officer



**VILLAGE OF PEMBERTON**

**BYLAW NO. 902, 2021**

---

**Being a bylaw to amend the Village of Pemberton Official Community Plan Designation Bylaw No. 654, 2011**

---

**WHEREAS** the Council may amend its Official Community Plan from time to time;

**AND WHEREAS** the Council of the Village of Pemberton deems it desirable to amend the Official Community Plan to accommodate institutional use within the Tiyata at Pemberton Neighbourhood;

**NOW THEREFORE** the Council of the Corporation of the Village of Pemberton in open meeting assembled **ENACTS AS FOLLOWS:**

**1. CITATION**

This Bylaw may be cited for all purposes as “Official Community Plan Amendment (Tiyata - École de la Vallée) Bylaw No. 902, 2021.”

**2. Village of Pemberton Official Community Plan Designation Bylaw No. 654, 2011 is amended by:**

- (a) Deleting “Section 6.1 Special Planning Area (Tiyata at Pemberton)”, and replacing with “Section 6.1 Special Planning Area (Tiyata at Pemberton)” as attached as Schedule 1 of this Bylaw;
- (b) Amending Map “B” **Land Use Designations** to remove the Residential Designation from Lot 3, DL 203, Plan 12807, LLD and replace with the Civic and Institutional Designation in accordance with Schedule 2 of this Bylaw;
- (c) Amending Map “C” **Development Permit Areas** to remove the “Intensive Residential” Designation from Lot 3, DL 203, Plan 12807, LLD, in accordance with Schedule 3 of this Bylaw.

**READ A FIRST TIME** this 1<sup>st</sup> day of June, 2021.

**READ A SECOND TIME** this 1<sup>st</sup> day of June, 2021.

**NOTICE OF PUBLIC HEARING FOR VILLAGE OF PEMBERTON OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (Tiyata - École de la Vallée) No. 902, 2021 WAS PUBLISHED IN THE Pique Newsmagazine on September 9<sup>th</sup>, 2021 AND September 16<sup>th</sup>, 2021.**

**PUBLIC HEARING HELD** this 21<sup>st</sup> day of September, 2021.

**READ A THIRD TIME** this 5<sup>th</sup> day of October, 2021.

**ADOPTED** this 17<sup>th</sup> day of May, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

## Schedule 1

Official Community Plan Amendment (Tiyata - École de la Vallée) Bylaw No. 902, 2021

### ***Special Planning Area (Tiyata)***

#### **1.0 Background**

The **Tiyata at Pemberton** (Neighbourhood) is located within the heart of the Village of Pemberton. The lands subject to this ***Special Planning Area*** fall within the CN Rail line, Signal Hill Elementary School, Highway 99, and Pemberton Creek. A small portion of the lands lies west of Pemberton Creek.

The lands comprise an 8.9 hectare site and other than the presence of the creek, the lands exhibit no significant physical features. The relatively flat site is within the Lillooet River flood plain and the Pemberton Creek flood protection area.

The Neighbourhood has been designated as a ***Special Planning Area*** because of the significant opportunity to plan and design a new neighbourhood within the Village in a comprehensive manner respecting Smart Growth and sustainability principles. The project presents a unique opportunity as a significant and considerable tract of land within the centre of the community that is able to accommodate a variety of complementary land uses.

#### **2.0 Neighbourhood Vision**

The vision for the Tiyata at Pemberton Neighbourhood is to create a sustainable development that offers compact housing catering to a range of incomes and ages, parklands and institutional uses. The residents will have easy access to places of work, shopping, educational facilities and community amenities.

#### **3.0 Land Use Framework**

The **Tiyata at Pemberton Neighbourhood** will be developed generally in accordance with a land use framework shown in Map B and contain residential, institutional, office and recreational park land uses. The residential densities for the development comprise approximately 100-120 units which will be linked internally and externally by a trail and sidewalk network. The development's residential land uses, proximity to downtown, schools, childcare centres, community recreational facilities, and pedestrian network ensures that it will be a "walkable" neighbourhood.

The Neighbourhood will have two main community gathering points; one within the school/community hub in the south-end of the neighbourhood and the other at a public park located along Pemberton Creek. The school/community hub will be aimed at kindergarten to Grade 12 (K-12) students and incorporate much needed childcare spaces and a community garden.

The commercial/office use will be at the main entrance providing a transition between downtown and the neighbourhood. For those uses adjacent to the CN Rail right of way, setbacks will be integrated into the buildings and site design. The lower density single family and duplex lots with parkland and trail corridors will comprise the majority of the residential development. These lots will respect provincial requirements for riparian setbacks.



The Neighbourhood will consist of the following components:

- a total of approximately 100-120 dwelling units consisting of small lot single family, duplex dwelling lots and apartments;
- a three-storey K-12 school and playing fields;
- daycare and after-school care spaces;
- 2,230 square meters of commercial/office floor space;
- greater than 5% of the site for park land, including a community garden; and
- a connecting trail network.

#### **4.0 Circulation Systems**

The northern (residential) portion of the neighbourhood is served by a new local road accessed from Portage Road. The southern (school use) portion of the neighbourhood will be accessed directly from Highway 99, an access which will also serve as an emergency exit for the residential neighbourhood. The trail network will feature a trail along the dike and under the BC Hydro transmission lines connecting the neighbourhood to the Community Centre on Portage Road. Internal trails will also be provided linking various parts of the neighbourhood.

The Plan for the Neighbourhood has accommodated the possibility for a future vehicular and pedestrian crossing of the rail line by protecting a road right of way, however such a crossing will not materialize without the permission of the rail operations.

#### **5.0 Infrastructure and Services**

The Neighbourhood will be serviced with municipal water and sewer in accordance with Village standards. Stormwater will apply best practices in reducing the amount of flow that enters Pemberton Creek.

The upgrading of any off-site infrastructure to service the neighbourhood will be the subject of further technical studies.

Any street lighting shall be dark sky friendly.

#### **6.0 Flood Protection and Riparian Setbacks**

The **Tiyata at Pemberton Neighbourhood** is situated on the valley bottom and therefore lies within the Pemberton Creek alluvial fan and the Lillooet River floodplain. The property is protected by the Pemberton Creek Dike, which is a provincially regulated dike maintained by the Pemberton Valley Diking District. In a 2018 Floodplain Mapping Study this dike was listed in Fair Condition. The area is above the 200 year flood level as modelled in the 2018 Study. All habitable space within any building will need to be constructed to the established flood control elevations.

The project is subject the Riparian Areas Regulation. An assessment has been completed by a certified environmental professional whereby the Streamside Protection and Enhancement Area (SPEA) has been delineated as 15 metres. Although the proposed building envelopes will not be within the 15 meter setback, development parcels may be within the delineated Streamside Protection and Enhancement Area.

#### **7.0 Community Amenities**

As noted previously, the **Tiyata at Pemberton Neighbourhood** will contain a number of elements that the overall community will benefit from including:

- parkland dedications in excess of the 5% requirement;
- neighbourhood park improvements;
- neighbourhood trail construction, including a dike trail;
- school drop off improvements benefitting Signal Hill Elementary;
- community use of the K-12 School Facilities including day-care and after school care;
- a pedestrian bridge crossing linking the dike trail and the Creekside townhouse site; and
- a community garden.

## **8.0 Sustainability Initiatives**

The **Tiyata at Pemberton Neighbourhood** has been designed with a number of features that respect to accommodate a number of sustainability principles including:

- central community meeting areas both passive and active in scope;
- community garden for growing food and building community;
- a trail connecting the neighbourhood with Signal Hill Elementary School;
- a variety and choice of housing opportunities;
- a walkable neighbourhood with a variety of pedestrian options; and
- opportunities for learning and long term employment.

There are a number of other sustainability opportunities that will be secured through the development approval process including:

- diversity of tenures;
- attractive streetscape;
- universal access;
- commitment to ongoing community participation;
- green building best practices such as grey water reuse, water reduction appliances, the stormwater management, heat island reduction, permeable pavement, solar exposure; and
- flexibility in unit design to allow people to age in place.

**VILLAGE OF PEMBERTON  
BYLAW No. 903, 2021**

---

**Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 2018**

---

**WHEREAS** the Council may amend its Zoning Bylaw from time to time;

**AND WHEREAS** the Council of the Village of Pemberton deems it necessary to amend the Zoning Bylaw to revise the Comprehensive Development 5 (CD-5) Zone to accommodate a new school use within the Tiyata at Pemberton Neighbourhood;

**NOW THEREFORE** the Council of the Village of Pemberton in open meeting assembled **ENACTS AS FOLLOWS:**

**CITATION**

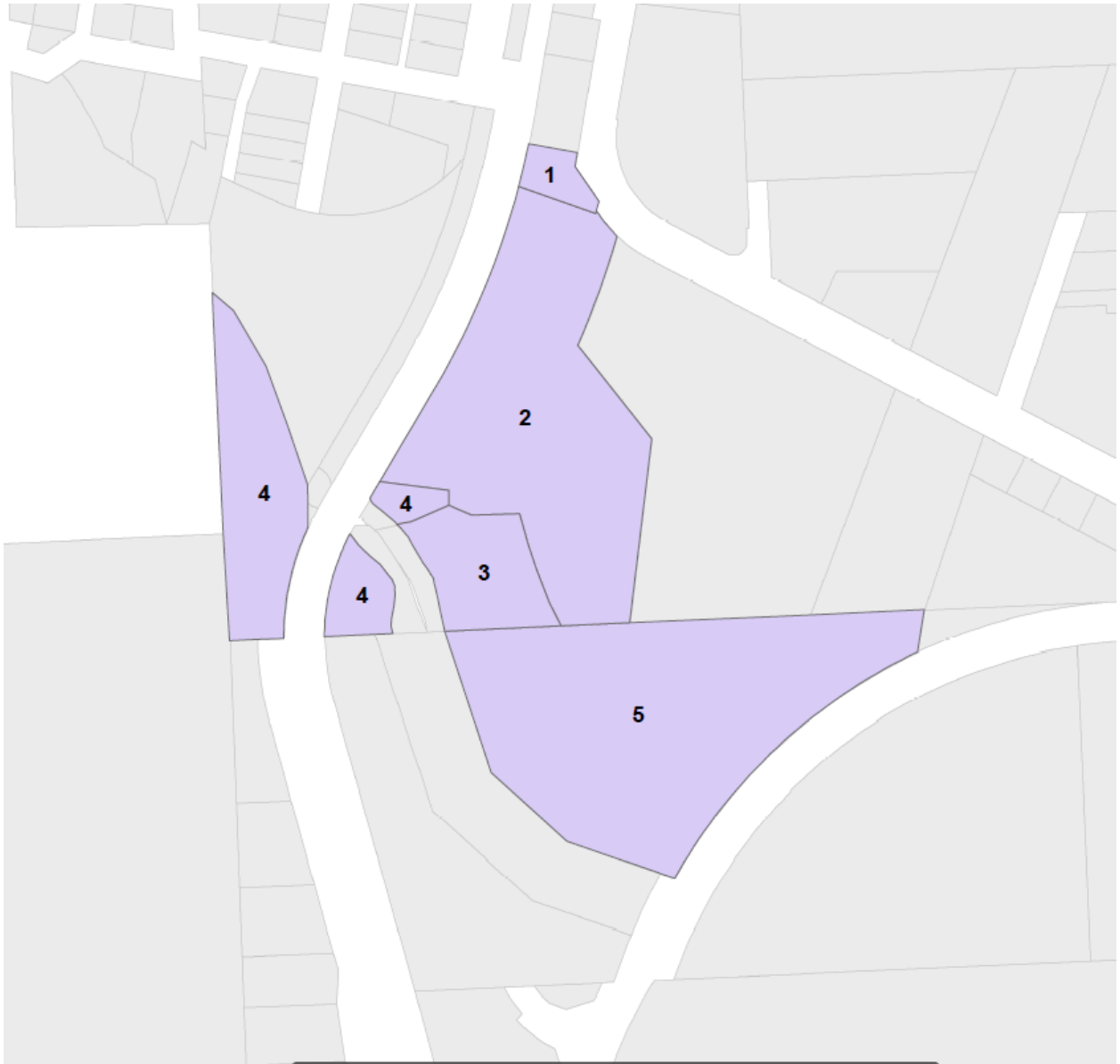
This Bylaw may be cited for all purposes as “Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021”.

**1. VILLAGE OF PEMBERTON ZONING BYLAW NO. 832, 2018 IS AMENDED AS FOLLOWS:**

That Section 18.5. **CD-5: Comprehensive Development Zone 5 (Tiyata at Pemberton)** be deleted in its entirety and replaced with the following:

The intent of the CD-5 Zone is to recognize a comprehensively planned area called Tiyata at Pemberton which includes compact housing, a public school, a limited amount of commercial and office floor space, active and passive park land and a trail network. Covenants have been registered on the lands to further guide the development of the area.

The regulations in the tables in this section apply to land in the Comprehensive Development 5 (Tiyata at Pemberton) Zone, as indicated by the column headings. For purposes of regulation, the area within the boundary of the CD-5 Zone is divided into five (5) separate areas labelled as Area 1 through Area 5 inclusive while the location of each separate area is identified below. Each area boundary within the CD-5 Zone shall be considered a *zone* boundary for the purposes of this Bylaw and separate regulations shall apply to each area as contained in this section.



### 18.5.1 Permitted Uses of Land, Buildings and Structures

(a) The following *uses, buildings and structures* and no others shall be permitted within the CD-5 (Tiyata at Pemberton) Zone:

	Area 1	Area 2	Area 3	Area 4	Area 5
<b>i. Principal Uses of Land, Buildings and Structures</b>					
<i>Detached Dwelling</i>		•	•		
<i>Duplex</i>		•	•		
<i>Apartment</i> <small>(subject to Conditions of Use)</small>	•				
<i>Business and Professional Office</i>	•				
<i>Personal Service Establishment</i>	•				
<i>Park</i>	•	•	•	•	•
<i>Assembly</i>	•			•	•
<i>School</i>					•
<b>ii. Accessory Uses of Land, Buildings and Structures</b>					
<i>Uses accessory to Principal Uses</i>	•	•	•	•	•
<i>Home Occupation</i>	•	•	•		
<i>Child Care Centre</i>					•

## 18.5.2 Density of Permitted Uses, Buildings and Structures

(a) All *uses, buildings and structures* in the CD-5 (Tiyata at Pemberton) Zone shall comply with the following regulations regarding size, siting, density and lot size.

	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Area 5</b>
<b>Maximum Lot Coverage</b>					
<i>Detached Dwelling</i>		50%	50%		
<i>Duplex</i>		50%	50%		
<i>Apartment</i>	50%				
<i>Commercial</i>	50%				
<i>Assembly</i>	50%				
<i>School</i>					50%
<b>Maximum Floor Area Ratio (FAR)</b>					
<i>Detached Dwelling</i>		GFA of 238 m <sup>2</sup> or FAR of 0.5 whichever is less	GFA of 238 m <sup>2</sup> or FAR of 0.5 whichever is less		
<i>Duplex</i>		GFA of 280 m <sup>2</sup> or FAR of 0.5 whichever is less	GFA of 280 m <sup>2</sup> or FAR of 0.5 whichever is less		
<i>Apartment</i>					
<i>Commercial</i>	1.5				
<i>Assembly</i>	1.5				
<i>School</i>					
<b>Maximum Unit Size (m<sup>2</sup>)</b>					
<i>Detached Dwelling</i>		GFA of 275 m <sup>2</sup> or FAR of 0.5 whichever is less	GFA of 275m <sup>2</sup> or FAR of 0.5 whichever is less		
<i>Duplex</i> (Total both units)		GFA of 325 m <sup>2</sup> or FAR of 0.5 whichever is less	GFA of 375 m <sup>2</sup> or FAR of 0.5 whichever is less		
<i>Apartment</i>	95				

	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Area 5</b>
<b>Maximum Number of Dwelling Units</b>	12	80	20		
<b>Maximum Amount of Commercial Floor Area</b>	2,230 m <sup>2</sup>				
<b>Maximum Building Height (meters / storeys)</b>					
<i>Detached Dwelling</i>		9 m	9 m		
Duplex		9 m	9 m		
<i>Apartment</i>	17 m / 4 storeys				
<i>Commercial, See 18.5.3. (b) ii.</i>	17 m / 4 storeys				
<i>Assembly</i>	17 m / 4 storeys				
<i>School</i>					3 storeys
<b>Minimum Building Setbacks (m)</b>					
Front	6	6	6		5
Rear	7.5	7.5	7.5		3
Side, See 18.5.2. (b) v. & vi. for residential use	3.0	1.6	1.6		3
<b>Minimum Lot Size (m<sup>2</sup>)</b>					
<i>Detached Dwelling</i>		350	350		
Corner Lot		375	375		
<i>Duplex</i>		465	465		
<i>School</i>					40,994
<b>Maximum Lot Size (m<sup>2</sup>)</b>					
<i>Detached Dwelling</i>		465	465		
<i>Duplex</i>		558	558		
<b>Accessory Buildings</b>					
<i>Maximum Floor Area</i>	10 m <sup>2</sup>	10 m <sup>2</sup>	10 m <sup>2</sup>		
<i>Maximum Height</i>	2.7 m	2.7 m	2.7 m		
<i>Minimum Front Yard Setbacks</i>	6 m	6 m	6 m		
<i>Minimum Rear Yard Setbacks</i>	1.5 m	1.5 m	1.5 m		
<i>Minimum Side Yard Setbacks</i>	1.5 m	1.5 m	1.5 m		

(b) **Conditions of Use:** All residential uses, buildings and structures in the CD-5 (Tiyata at Pemberton) Zone must comply with the following additional Conditions of Use:

- i. An *apartment* use shall be located above a ground storey *commercial* or *assembly* use and shall comply with the regulations contained within this Bylaw.
- ii. For the purpose of this section, a *commercial* use includes a *building* that is occupied with a business and professional office or *personal service establishment* and may contain *residential* uses above the ground storey subject to the provisions of this Zone.
- iii. any portion of the *garage* for a *detached dwelling* that exceeds thirty-seven (37) square meters shall be included in the calculation of *floor area*, in addition to the maximum area permitted for *accessory buildings*.
- iv. any portion of the *garage* for a *duplex* residential dwelling that exceeds forty-five (45) square meters shall be included in the calculation of *floor area*, in addition to the maximum area permitted for *accessory buildings*.
- v. The *side yard setback* of a *detached dwelling* may be reduced to 1.2 m whereby a certified professional confirms that snow will not shed from the roof of the dwelling onto adjacent properties.
- vi. The side yard setback of the *garage* may be reduced to 0.6 m whereby a certified professional confirms that snow will not shed from the garage roof onto adjacent properties.

### **18.5.3 Off-Street Parking and Loading**

- (a) Off-street parking and loading shall be provided in accordance with the requirements of this Bylaw.
- (b) Notwithstanding Section 18.5.4(a) the off-street parking requirements for the following uses shall be as follows:
  - i. *Apartment*: 1.25 space per unit plus an additional 0.25 space per unit for Visitor Parking
  - ii. *Commercial Use*: One (1) space per 37 square meters of *gross floor area*
  - iii. *Business and Professional Office Use*: One (1) space per 37 square meters of gross floor area
  - iv. *School Use*: Refer to Section 8.6 Civic, Institution and Recreation Parking Requirements

### **18.5.4 Definitions**

- (a) For the purpose of the CD-5 zone, the following definitions shall apply:
  - i. *Apartment* shall mean three or more individual dwelling units on a lot where each dwelling unit has its principal access from an entrance or hallway common to at least two other dwelling units on the same storey.
  - ii. *School Use* shall include before and after school care.

**READ A FIRST TIME** this 1<sup>st</sup> day of June, 2021.

**READ A SECOND TIME** this 1<sup>st</sup> day of June, 2021.



**NOTICE OF PUBLIC HEARING** for Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021 was **PUBLISHED IN THE PIQUE NEWSMAGAZINE** on September 9, 2021 and on September 16, 2021.

**PUBLIC HEARING HELD** this 21<sup>st</sup> day of September, 2021.

**READ A THIRD TIME** this 5<sup>th</sup> day of October, 2021.

**APPROVED PURSUANT TO SECTION 52(3)(a) OF THE *TRANSPORTATION ACT***  
this 11<sup>th</sup> day of May 2022 by

Kattia Woloshyniuk  
For the Minister of Transportation and Infrastructure

**ADOPTED** this 17<sup>th</sup> day of May 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate 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 26<sup>th</sup> day of April, 2022.

**READ A SECOND TIME** this 26<sup>th</sup> day of April, 2022.

**READ A THIRD TIME** this 26<sup>th</sup> day of April, 2022.

**ADOPTED** this 17<sup>th</sup> day of May, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**From:** Maxine Bruce <[Maxine.Bruce@lilwat.ca](mailto:Maxine.Bruce@lilwat.ca)>  
**Sent:** Wednesday, April 27, 2022 6:53 PM  
**To:** Mike Richman <[mrichman@pemberton.ca](mailto:mrichman@pemberton.ca)>; Sheena Fraser <[sfraser@pemberton.ca](mailto:sfraser@pemberton.ca)>  
**Cc:** Maxine Bruce <[Maxine.Bruce@lilwat.ca](mailto:Maxine.Bruce@lilwat.ca)>  
**Subject:** Lil'wat Nation Rodeo 2022

Hello Village of Pemberton!

The Lílwat Nation is excited to announce the up-coming "Lílwat Nation Rodeo 2022", the event is scheduled to take place at the Lillooet Lake Rodeo Grounds over the May Day Long Weekend, May 21, 22 & 23, 2022.

The Rodeo event is made possible from the generosity and support from our event sponsors and the positive efforts put forward by the amazing volunteers.

Once again, we are seeking sponsorships. For a snapshot of what you'll see at our event check out the video from our 2019 Rodeo and please find the attached sponsorship request letter , "Lílwat Nation Rodeo 2022".

Check out some exhilarating highlights from the Lil'wat Nation May Day Rodeo 2019:

<https://youtu.be/CjNjpHBunQE>

On behalf of the Lílwat Nation, thanks very much for your time and consideration to our request. We look forward to hearing from you soon.

Cheers 😊

Maxine Bruce  
Lílwat Nation  
P.O. Box 602  
Mount Currie, B.C.  
V0N 2K0  
Tel 604-894-6115 ext. 2465  
Fax 604-894-6841  
[www.lilwat.ca](http://www.lilwat.ca)





April 21, 2022

Lil'wat Nation  
PO Box 602  
Mt Currie, BC, V0N 2K0  
(604) 894-6115  
www.lilwat.ca

**Lil'wat Nation Rodeo 2022  
Sponsorship Request**

**Hello Friends!**

After a 2-year hiatus, we are excited to announce that we are hosting **The Lil'wat Nation Rodeo 2022** scheduled for the May Day Long weekend of May 21, 22 and 23, 2022. The event will take place at the **Lillooet Lake Rodeo Grounds** in Mount Currie, B.C. The Lil'wat Nation Rodeo is a three-day open event aimed at amateur rodeo stars. The main events are Bull Riding, Ladies Barrel Racing, Bronc Riding, Steer Wrestling, and the youth events are Junior Bulls & Barrels and Pee-wee Barrels.

It is a safe, fun-filled family event, made possible from your kind contributions. We are seeking support in the form of prizes, supplies, or cash donations. We are seeking sponsorship for the event categories for each day (list attached), or any other resources you can provide.

The Rodeo includes covering costs such as Ambulance Service, Stock Contractor, Rodeo Announcer, Competition Judges & Timers, Portable Toilet Rental, Etc. As such, our total costs are estimated to be over \$90,000+.

The Lil'wat Nation will be able to issue an official donation receipt for income tax purposes for all donations (valued over \$20). Any financial surplus from the Rodeo will support youth activities.

All sponsors will receive prominent advertising displayed at the event. If you have a company banner, we would love to display it at our event.

This Rodeo event not only provides an arena for the amateur rodeo stars, but it also brings people together and contributes to the region in a positive way.

In closing, on behalf of the Lil'wat Nation, I want to thank you for your time and consideration to our request. I hope you will contact us to express your support for this initiative. Cheques can be made out to "Lil'wat Nation". If you have any questions or comments or need more information, please contact Maxine Bruce at (604) 894-6115.

Sincerely,

Chief Dean Nelson, Lil'wat Nation

## SPONSORSHIP REQUEST

Major Events	May 22, 2022	May 23, 2022	Total
Bull Riding	\$ 2,000	\$ 2,000	\$ 4,000
Ladies Barrel Racing	\$ 2,000	\$ 2,000	\$ 4,000
Ladies Break Away Roping	\$ 2,000	\$ 2,000	\$ 4,000
Team Roping	\$ 2,000	\$ 2,000	\$ 4,000
Tie Down Roping	\$ 2,000	\$ 2,000	\$ 4,000
Bare Back	\$ 2,000	\$ 2,000	\$ 4,000
Saddle Bronc	\$ 2,000	\$ 2,000	\$ 4,000
Steer Wrestling	\$ 2,000	\$ 2,000	\$ 4,000
<b>Totals</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 32,000</b>

Youth Events	May 22, 2022	May 23, 2022	Total
Junior Steer Riding	\$ 1,000	\$ 1,000	\$ 2,000
Junior Barrel Racing	\$ 1,000	\$ 1,000	\$ 2,000
Steer Riding	\$ 1,000	\$ 1,000	\$ 2,000
PeeWee Barrel Racing	\$ 500	\$ 500	\$ 1,000
<b>totals</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 7,000</b>

Essential Costs	
Stock and related Costs	\$ 19,400.00
Officials	\$ 5,100.00
MC	\$ 4,500.00
Entertainment	\$ 3,000.00
Prizes	\$ 4,400.00
Facilities	\$ 4,500.00
Safety	\$ 7,500.00
administration	\$ 3,000.00
<b>Total:</b>	<b>\$ 51,400.00</b>

**From:** [info@tourismpembertonbc.com](mailto:info@tourismpembertonbc.com) <[info@tourismpembertonbc.com](mailto:info@tourismpembertonbc.com)>  
**Sent:** May 9, 2022 2:12 PM  
**To:** [info@tourismpembertonbc.com](mailto:info@tourismpembertonbc.com)  
**Subject:** Member News May 2022 - Slow Food Cycle Sunday, Golf Tournament & More

Hello Members!

Happy May! We have an exciting partnership opportunities with the 2022 Slow Food Cycle Sunday and Early Bird Registration is now open for the annual Pemberton Golf Tournament. See below for more details. Also, a reminder that the 2022 Membership fees are now overdue.

## **2022 TOURISM PEMBERTON MEMBERSHIP DUE MAY 15, 2022!**

This year we are looking ahead with optimism and a new stack of projects on our plate that will not only enhance our community but also promote visitation to our area.

We continue to promote our esteemed Members on our website, on the free Tourism Pemberton App and on our social media platforms. Also, when and where applicable, we share Member recommendations for media requests/story starters received from Destination BC.

We thank you for being a Member of Tourism Pemberton and for your support over the years. For us to have continued success as a not-for-profit society, we rely on the support of our membership.

**Please find the 2022 Membership application form attached to this email and/or [visit our website to download a copy.](#)**

Membership fees can be paid online via an e-transfer to: [info@tourismpembertonbc.com](mailto:info@tourismpembertonbc.com)

Or via cheque made payable to Tourism Pemberton and mailed to:  
Box 602  
Pemberton, BC V0N 2L0

## **SLOW FOOD CYCLE SUNDAY - CALL FOR PARTNERS!**

Planning for the 16<sup>th</sup> annual Slow Food Cycle Sunday taking place on August 21, 2022 is underway.

At this time, *we invite you to join us as a partner* of this wildly popular and fun Pemberton agri-tourism community event. We would certainly appreciate your support.

We have various partnership opportunities available for this event, including a Community Partnership for our local businesses (\$250). Please find attached the Slow Food Cycle Sunday Sponsorship Package that outlines each level of sponsorship.

We look forward to hearing from you and to hopefully working with you to make this year's Slow Food Cycle Sunday a successful event.

If you are interested in being a partner of Pemberton's signature event, email [slowfoodcycle@tourismpembertonbc.com](mailto:slowfoodcycle@tourismpembertonbc.com)

## **2022 PEMBERTON GOLF TOURNAMENT - REGISTRATION NOW OPEN!**

Early Bird Registration is now open for the 17<sup>th</sup> annual Golf Tournament presented by Pemberton Concrete and hosted by the Pemberton & District Chamber and the Rotary Club of Pemberton.

This year's fundraising tournament will take place on Thursday, June 16 at Sunstone Golf Club and will feature an 18-hole round of golf (shot gun start), appies, dinner, silent auction, prizes and more!

*Register by May 12 for a chance to be entered to win a 'Round of Golf for Four' at Sunstone Golf Club (carts included).*

[Register online today!](#)

If you have any questions, please let us know. We'd love to hear from you and are happy to help in any way that we can. Thank you for your continued support.

Cheers,

Carlee

**Carlee Cindric**

Marketing Manager

Tourism Pemberton

[www.tourismpembertonbc.com](http://www.tourismpembertonbc.com)

# 2022 Golf Tournament

SUNSTONE GOLF CLUB ON JUNE 16, 2022

## Rotary Club of Pemberton Pemberton & District Chamber of Commerce 17th Annual Pemberton Golf Tournament

Dear Business Owner,

The Pemberton & District Chamber of Commerce along with the Rotary Club of Pemberton are in the planning stages of the 2022 golf tournament to be held at Sunstone Golf Club on Thursday, June 16.

This is our 17th annual tournament and funds from this event go to support initiatives and groups within our community - it is one of our largest fundraisers and very well attended.

We hope with the continued ease and lifting of COVID-19 restrictions, this year will once again be a great success! We have a wonderful day of golf planned followed by what is sure to be a fun evening with dinner, live music, and silent auction. This year we are once again focusing on growing the networking aspect of the tournament by encouraging more non-golfers to participate in the après and dinner portion of the event.

At this time, we would like to invite you to join us as both a sponsor and participant in the event. We are also seeking donations for our silent auction.

We look forward to hearing from you and thank you for considering a sponsorship position within this event.

Sincerely,

*The Golf Tournament Planning Committee*

*Steve McCloskey, Richard Megeney, Kathy & Mark Leverton, Karen Tomlinson, Liz Scroggins, Natalie Langmann & Carlee Cindric*

Proceeds from this tournament are divided between  
Rotary Club of Pemberton and Pemberton & District Chamber of Commerce



# 2022 Golf Tournament

SUNSTONE GOLF CLUB ON JUNE 16, 2022

## Rotary Club of Pemberton Pemberton & District Chamber of Commerce 17th Annual Pemberton Golf Tournament

### SPONSORSHIP PACKAGES

#### PLATINUM SPONSOR - \$5,000

Includes 8 golfers; Logo in all advertising and title recognition, unlimited signage, a banner on tee box, Sponsor and presentation of Longest Drive awards. Microphone for 5 minutes during presentations to promote your business. Company recognition by Emcee during the tournament.

*\*Addition signs and banners to be provided one week prior to the event.*

#### GOLD SPONSOR - \$2,500

Includes 4 golfers; Logo in thank you ad, 4 company signs; 1 at tee box and 1 at putting green. Company recognition by Emcee during the tournament.

#### SILVER SPONSOR - \$1,000

Includes 2 golfers; Logo in thank you ad, 2 company signs; 1 at tee box. Company recognition by Emcee during the tournament.

#### BRONZE SPONSER - \$500

Includes 1 golfer, Logo in thank you ad, 1 company sign at tee box & company recognition by Emcee during the tournament.

*\*Platinum, Gold & Silver Sponsors* - There are limited opportunities available to showcase your product at a hole, with sampling, prizes, contests, etc. Available on a first come basis - please contact us if you are interested in this opportunity.

**SILENT AUCTION ITEM REQUEST:** We are currently seeking items for the Silent Auction. If you are interested in donating an item (gift certificate, gift basket, etc.), please email [golf@pembertonchamber.com](mailto:golf@pembertonchamber.com)

**Sponsorship Details: Confirmation and contract deadline for sponsorship: May 16, 2022**

JPG/PNG and PDF versions of sponsor logos need to be provided 2 weeks prior to the event.

**Sign up and pay online:** [www.pembertonchamber.com/golf](http://www.pembertonchamber.com/golf)

**For player registration or more information, please contact:** [golf@pembertonchamber.com](mailto:golf@pembertonchamber.com)



# 2022 Golf Tournament

SUNSTONE GOLF CLUB ON JUNE 16, 2022

## Rotary Club of Pemberton Pemberton & District Chamber of Commerce 17th Annual Pemberton Golf Tournament

### PLAYER REGISTRATION INFORMATION

Cost per person: \$140 (includes a round of golf, cart, canapes & dinner)

Please register online: [www.pembertonchamber.com/golf](http://www.pembertonchamber.com/golf)

**Early Bird Registration\* Deadline is May 12, 2022.**

\*Early bird registrants will be entered into a special draw for a 'Round of Golf for 4 Players with Shared Power Cart', generously donated by Sunstone Golf Club.

**Registration Deadline is May 26, 2022.**

Registrations can be made as an individual or as a team.

If paying by cheque, please make payable to "Pemberton & District Chamber of Commerce" and mail to:

Pemberton & District Chamber of Commerce  
Box 370  
Pemberton, BC  
V0N 2L0

***For player registration or more information, please contact: [golf@pembertonchamber.com](mailto:golf@pembertonchamber.com)***

Proceeds from this tournament are divided between the  
Rotary Club of Pemberton and Pemberton & District Chamber of Commerce.





Sunday, August 21

## Slow Food Cycle Sunday 2022 Partner Opportunities

### Event Mission

Pemberton's Slow Food Cycle Sunday brings together consumers and producers in a 'green' agri-tourism experience that has become a signature event for Pemberton, drawing participants from Sea-to-Sky, Vancouver and far beyond. Using the interpretive map, participant's cycle up and down the Pemberton Meadows Road selecting farms to stop at and visit. Each participating farm hosts a mini farmer's market featuring local products of this most important agricultural area. The 2019 event saw approximately 3150 participants.

### Platinum/Title Partnership - \$5,000 – Pemberton Valley Supermarket

- Title Partnership – 1 x Partnership available at this level
- Exclusive vending space at registration location
- Business name and/or logo displayed prominently on SFCS event t-shirts
- Partner highlight and thank you on Facebook and Instagram
- Partner business name and/or logo prominently displayed in advertisements including:
  - Website
  - Save-the-Date e-card
  - Free event listings in Vancouver and the Sea to Sky Corridor
  - Pique Newsmagazine event ad
  - Event Guide Map
  - Traffic Advisory Notice
  - Signage at registration and along SFCS route – Partner sign and route signs
  - E-newsletters
- 10 complimentary entries for the event

### Gold Partnership - \$2,500

- 2 x Partnerships available at this level
- Business name and/or logo included on SFCS event t-shirts
- Partner highlight and thank you on Facebook and Instagram
- Partner business name and/or logo displayed in advertisements including:
  - Website
  - Pique Newsmagazine event ad
  - Traffic Advisory Notice
  - Signage at registration and along SFCS route – Partner sign
  - E-newsletters
- 6 complimentary entries for the event



### Silver Partnership - \$1,000

- 4 x Partnerships available at this level
- Business name and/or logo included on SFCS event t-shirts
- Partner thank you on Facebook and Instagram
- Partner business name and/or logo displayed in advertisements including:
  - Website
  - Pique Newsmagazine event ad
  - Signage at registration and along SFCS route – Partner sign
  - E-newsletters
- 4 complimentary entries for the event

### Bronze Partnership - \$500

- 6 x Partnerships available at this level
- Business name and/or logo included on SFCS event t-shirts
- Partner thank you on Facebook and Instagram
- Partner business name and/or logo displayed in advertisements including:
  - Website
  - Pique Newsmagazine event ad
  - Signage at registration and along SFCS route – Partner sign
- 2 complimentary entries for the event

### Community Partnership (for local Pemberton businesses) - \$250

- Up to 8 x Partnerships available at this level
- Business name and/or logo included on SFCS event t-shirts
- Partner business name and/or logo displayed on the website
- 1 complimentary entry for the event

### Partnership Package Selected:

\_\_\_ Platinum    \_\_\_ Gold    \_\_\_ Silver    \_\_\_ Bronze    \_\_\_ Community

Business Name: \_\_\_\_\_

Individual Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Partnership Details** - Confirmation deadline for Partnership for the 2022 event is June 30, 2022

**Questions?** Please contact Carlee Cindric, Event Manager – [carlee@tourismpembertonbc.com](mailto:carlee@tourismpembertonbc.com)



THE CORPORATION OF THE  
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013  
FAX. (250) 546-8878  
OUR FILE NO.

4144 Spallumcheen Way  
Spallumcheen, B.C. V0E 1B6

Email: [mayor@spallumcheentwp.bc.ca](mailto:mayor@spallumcheentwp.bc.ca)

May 3, 2022

[www.spallumcheentwp.bc.ca](http://www.spallumcheentwp.bc.ca)

OFFICE OF THE MAYOR

File: 0375-01  
*sent via email*

Department of Finance Canada  
Tax Policy Branch

[fin.luxury-luxe.fin@fin.gc.ca](mailto:fin.luxury-luxe.fin@fin.gc.ca)

**Re: Luxury Tax on Recreational Boats**

The Township of Spallumcheen prides itself on ensuring that farming, business and tourism can cohesively exist together, with each industry complementing the other. The proposed 10% luxury tax on the sale of boats valued at more than \$250,000 is sure to be detrimental to the livelihood of many who live and work in the Okanagan.

Certain niche markets, like the one in the District of Sicamous, known as the Houseboat Capital of Canada, will be severely affected by this tax. Sicamous is famous for its amazing scenery, hospitality and, of course, houseboating.

The local houseboat manufacturers and rental businesses are instrumental in the success of the community, as they provide employment for residents, in both manufacturing and tourism industries. Introducing this luxury tax will have devastating effects on the District of Sicamous, essentially crippling a large portion of their industry.

In support of the District of Sicamous, the Township of Spallumcheen Council wishes to respectfully request the federal government reconsider this luxury tax and consider the impact it will have on local small business in the Sicamous area and the community.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,



Christine Fraser  
Mayor

cc: Member Municipalities



social planning & research council of british columbia  
 4445 Norfolk Street, Burnaby, BC, V5G 0A7  
 T: 604-718-7733, 1-888-718-7794  
 www.sparc.bc.ca

May 04, 2022

Dear Mayor and Council;

**RE: Please Join Us in Celebrating Access Awareness Day on June 4, 2022**

The year 2022 would mark the 25th annual Access Awareness Day celebrated by British Columbians! Access Awareness Day provides an opportunity for communities to come together to celebrate their successes and show what it means to be truly accessible and inclusive for everyone. Access Awareness Day also falls within National AccessAbility Week which is celebrated from May 29th to June 4th, 2022. National AccessAbility Week is designed to celebrate and recognize the contributions that individuals living with disabilities make in their communities every day.

The theme for this year’s Access Awareness Day is “Accessibility Is Inclusion”. We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Enclosed is a copy of our Access Awareness Day poster for this year. We recognize that many communities no longer have a practice of passing proclamations and therefore welcome your participation in other ways. For example, you may wish to access our small grant funding of \$500 to host an Accessibility Event in your community to highlight some of the ways your community is working to make accessibility a reality.

Please reflect on different ways your community can join the conversation. We appreciate your efforts in creating an accessible and inclusive community where everyone can share their talents, experiences, and abilities in real and meaningful ways.

We look forward to the opportunity to work with you and others in your community to show that by investing in accessibility and believing in the community the possibilities are limitless.

Thank you for the role that you play every day in making this vision a reality!

Sincerely,



Lorraine Copas  
 Executive Director, SPARC BC



*SPARC BC acknowledges that our office is located on the ancestral and unceded homelands of the hən̓q̓əmi̓nəm̓ and Skwxwú7mesh speaking peoples. They have been custodians of this land for thousands of years and we would like to pay our respect to the Elders and Knowledge keepers both past and present. We are grateful for the opportunity to be on this shared territory.*

Village of Pemberton  
 Regular Council Meeting No. 1561  
 Tuesday, May 17, 2022  
 99 of 105







**Accessibility is INCLUSION**  
ACCESS AWARENESS DAY 2022



## \$500 AccessAbility Grants

These grants are provided through SPARC BC with funding support from the Federal government through the Accessible Canada Social Development Partnership Program as well as the Province of British Columbia through the Provincial Accessibility Secretariat. These grants are available to local government partners, local Accessibility Committees as well as local disability serving organizations.

### About Your Organization

Please share a bit of information about your organization.

Your Name: \_\_\_\_\_

Your Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Details

Name of the event: \_\_\_\_\_

Type of event: \_\_\_\_\_ Date of the event: \_\_\_\_\_

The event will be held online

The event will be held in person at the following location: \_\_\_\_\_



# Accessibility is INCLUSION

ACCESS AWARENESS DAY 2022



## Key outcomes and highlights from your event

---

---

---

---

Number of participants: \_\_\_\_\_

## Next steps

Please complete this grant application form and return it to [accessibility@sparc.bc.ca](mailto:accessibility@sparc.bc.ca) with the subject line—Accessibility is Inclusion.

## Sharing your story

On Access Awareness Day, SPARC BC would like to profile your event through social media. Please tag SPARC BC if you will be sharing your event online.



@SPARCBC



@sparcbc



@socialplanningresearchbc

## Questions

Please do not hesitate to reach out:

Tanya Tejavvi

Manager, Accessibility Initiatives

Social Planning and Research Council of British Columbia (SPARC BC)

4445 Norfolk Street Burnaby, BC V5G 0A7

T: 604.718.7732 E: [ttejassvi@sparc.bc.ca](mailto:ttejassvi@sparc.bc.ca)

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

## Form Submission Info

First Name: Shane

Last Name: Bourbonnais

Street Address: [REDACTED]

PO Box: [REDACTED]

Town/City: Mount Currie

Province: Bc

Postal Code: V0N2K0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Please support the Harrow Road housing project

Pemberton needs this!

Thanks!

Village of Pemberton



## 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*