



-REGULAR COUNCIL MEETING AGENDA-

Meeting #: 1568
Date: October 4, 2022, 1:00 pm, 5:30 pm
Location: Council Chambers & Zoom Webinar
7400 Prospect Street

"This meeting is being recorded as authorized by the Video Recording & Broadcasting of Open Meetings Policy.

Pages

1. **CALL TO ORDER**
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.
2. **IN CAMERA (1PM)**
Recommendation:
THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (c) employee relations, (g) litigation or potential litigation, and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.
3. **RECESS REGULAR MEETING**
4. **RECONVENE REGULAR MEETING (5:30PM)**
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.
5. **APPROVAL OF AGENDA**
Recommendation:
THAT the agenda be approved as presented.
6. **RISE WITH REPORT FROM IN CAMERA**
7. **ADOPTION OF MINUTES**
 - 7.1. **Regular Council Meeting No. 1567, Tuesday, September 20, 2022** 5
Recommendation:
THAT Council approves the minutes of Regular Council Meeting No. 1567, held Tuesday, September 20, 2002, as circulated.
8. **BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**
9. **BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**
10. **COMMITTEE MINUTES - FOR INFORMATION**
11. **DELEGATION**
12. **STAFF REPORTS**
 - 12.1. **Office of the Chief Administrative Officer**
 - a. Letter of Support, 2030 Olympic Games Indigenous Bid 12
Recommendation:
THAT Council consider providing a letter of support for the 2030 Olympic Bid.
 - b. Verbal Report
Recommendation:
THAT Council receives CAO Tracy's verbal report.

12.2. Corporate and Legislative Services

- a. Community Enhancement Fund Contributions – Lil’wat Christmas Bureau and Pemberton Food Bank Christmas Hamper Program 13

Recommendation:
THAT Council provide direction.

- b. Summer Street Food Pilot Program Review 17

Recommendation:
THAT the Summer Street Food pilot program be transitioned from a pilot to a permanent program.

AND THAT Council directs staff to amend the Summer Street Food Policy to support the permanent program.

AND THAT Council directs staff to prepare an amendment to Business Licence Bylaw No. 855, 2019, exempting Summer Street Food vendors from the cap on mobile vendor business licences.

12.3. Development Services

- a. Official Community Plan Review - Communication and Engagement Strategy and Work Plan 28

Recommendation:
THAT this report titled Official Community Plan Review – Communication and Engagement Strategy, and Work Plan be received for information.

12.4. Finance

- a. TD Visa Borrowing Resolution 68

Recommendation:
THAT Council of the Village of Pemberton authorizes staff to update the TD VISA Credit Cards with an increased borrowing limit;

AND THAT Council of the Village of Pemberton approve a Borrowing Resolution for securing the changes.

12.5. Operations

- a. Snow and Ice Removal Policy and Airport Snow Clearing Policy 70

Recommendation:
THAT Village of Pemberton Snow and Ice Removal Policy (PW-004) amendments be approved.

Recommendation:
THAT Village of Pemberton Airport Snow Removal Policy (PW-011) be approved.

13. BYLAWS

13.1. Bylaws for Third Reading

- a. Village of Pemberton Zoning Amendment (Comprehensive Development Zone 6 SSCs) 87

Recommendation:
THAT the Public Hearing meeting minutes be received.

Recommendation:
THAT Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given Third Reading

13.2. Bylaws for Adoption

- a. Village of Pemberton Blasting Regulation Bylaw No 714, 2012, Amendment (Permit Duration) Bylaw No. 937, 2022 172

Recommendation:

THAT Council gives fourth reading to and adopts Village of Pemberton Blasting Regulation Bylaw No 714, 2012, Amendment (Permit Duration) Bylaw No. 937, 2022.

- b. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Blasting) Bylaw No. 938, 2022. 174

Recommendation:

THAT Council give fourth reading to and adopts Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Blasting) Bylaw No. 938, 2022.

14. MAYOR'S Report

15. COUNCILLORS' Reports

16. CORRESPONDENCE

16.1. Correspondence for Action

- a. Paige Bell, Area C resident, dated September 16, 2022, expressing concerns regarding the proposed cutting of trees and the potential of damage to 400 year old cedar trees to facilitate construction of the new section of the Friendship Trail along Pemberton Farm Road East. 176

Recommendation:

THAT Council directs staff to respond to Ms. Bell.

- b. Anna Lynch, Pemberton Arts Council, dated September 27, 2022, requesting letters in support of upcoming grant applications for funding of the 2023 Mountain Muse Festival and the 2023 Outside Voices Mural Project. 178

Recommendation:

THAT Council consider providing the requested letters of support for the Pemberton Arts Council's grant funding applications for the 2023 Mountain Muse Festival and the 2023 Outside Voices Mural Project.

16.2. Correspondence for Information

- a. The Honorable Mitzi Dean, Minister for Children and Family Development, announcing that October will once again be declared Foster Family Month in British Columbia and encouraging Mayor and Council to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia. 180

17. DECISION ON LATE BUSINESS

18. LATE BUSINESS

19. NOTICE OF MOTION

20. QUESTION PERIOD

181

21. IN CAMERA

Recommendation:

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

22. RISE WITH REPORT

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

Recommendation:

THAT the meeting be adjourned.

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

Meeting #: 1567
Date: Tuesday, September 20, 2022, 2:00pm and 5:30pm
Location: Council Chambers & Zoom Webinar
7400 Prospect Street

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

STAFF: Elizabeth Tracy, Chief Administrative Officer
Sheena Fraser, Manager of Corporate and Legislative Services
Gwendolyn Kennedy, Legislative Assistant
Renée St-Aubin, Receptionist
Colin Brown, Planner II
Scott McRae, Manager of Development Services
Nikki Segovia, Building and Planning Clerk
Vinka Hutchinson, Communications and Grant Coordinator

PUBLIC: 4

MEDIA: 1

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

1. CALL TO ORDER

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

At 1:58pm Mayor Richman called the meeting to order.

2. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (k) negotiations and related discussions and (l) municipal objectives that in the view of Council could reasonably be expected to harm the interests of the municipality if held in public.

CARRIED

At 2:00pm Council moved in camera.

3. RECESS REGULAR MEETING

At 4:15pm the regular meeting was recessed.

4. RECONVENE REGULAR MEETING

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

At 5:32pm Mayor Richman reconvened the regular meeting.

5. ADOPTION OF AGENDA

Moved/Seconded

THAT the agenda be adopted as presented.

CARRIED

6. RISE WITH REPORT FROM IN CAMERA

6.1 Recommendation from In Camera Meeting No. 1565, Tuesday, July 12, 2022:

Roads Maintenance Policy

THAT Staff be directed to establish a roads maintenance policy and bring back to a future Committee of the Whole meeting for review.

7. APPROVAL OF MINUTES

7.1 Regular Council Meeting No. 1566, Tuesday, August 30, 2022

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1566, held Tuesday, August 30, 2022, be approved as circulated.

CARRIED

8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

10. COMMITTEE MINUTES - FOR INFORMATION

11. DELEGATION

12. STAFF REPORTS

12.1 Office of the Chief Administrative Officer

a. Verbal Report

Chief Administrative Officer thanked Gwendolyn Kennedy for her years of service with the Village. Mayor and Council wished Ms. Kennedy well in her new ventures.

At 5:34pm Vinka Hutchinson, Communications and Grant Coordinator, joined the meeting in Council Chambers.

b. Natural Infrastructure Fund Grant Application - Den Duyf Park Irrigation Pond and Wetland Habitat, and Pemberton Agricultural Park

Moved/Seconded

THAT Council supports the Village of Pemberton's application to the Natural Infrastructure Fund for the Duyf Park Irrigation Pond and Wetland Habitat, and Pemberton Agricultural Park projects up to an amount of \$300,000.

CARRIED

c. Community Emergency Preparedness Fund - Disaster Risk Reduction-Climate Adaptation Fund - Mount Meager Slide Debris Revegetation Project

Moved/Seconded

THAT Council supports the Village of Pemberton's application on behalf of the Pemberton Valley Diking District (PVDD) to the UBCM Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation funding stream up to an amount of \$2.3M, to fund the Mount Meager Slide Debris Revegetation project.

CARRIED

At 5:48pm Ms. Hutchinson left the meeting

12.2 Corporate and Legislative Services

a. Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022, Public Hearing Notification Correction

Moved/Seconded

THAT having considered the staff report of September 20, 2022, setting out the steps that have been taken to correct the erroneous public hearing notice published in the printed edition of the Pique Newsmagazine on September 15, 2022, Council considered the alternative means of notice referenced in the report to be reasonably equivalent to notice of public hearing provided in a print edition of a local newspaper the week of September 12, 2022.

CARRIED

b. Chief Election Officer Appointment

Moved/Seconded

THAT the appointment of Gwendolyn Kennedy as chief election officer for the Village of Pemberton be rescinded effective September 20, 2022.

CARRIED

Moved/Seconded

THAT pursuant to sections 58 (1) and 58 (2) of the Local Government Act, Sheena Fraser be appointed chief election officer for conducting the 2022 general local elections with power to appoint other election officials as required for the administration and conduct of the 2022 general local elections effective September 20, 2022.

CARRIED

c. Appeal of Business Licence Refusal

Moved/Seconded

THAT Council denies the business licence decision appeal submitted by Ms. Kozikowska;

AND THAT Council directs staff to include consideration of short-term vacation rentals in the Official Community Plan review.

CARRIED

At 6:16pm Scott McRae, Manager of Development Services, and Colin Brown, Planner II, joined the meeting in Council Chambers.

12.3 Development Services

a. Letter Of Concurrence, Rogers Tower, 1939 Carpenter Road

Moved/Seconded

THAT Council directs staff to work with the project proponent to consider the following suggestions:

- a. selection of a site closer to the hillside behind the Industrial Park,
- b. working with competitors to share infrastructure, and
- c. working with staff to facilitate installation of a radio receiver for Village and Pemberton Fire Rescue use.

CARRIED

At 6:33pm Mr. Brown left the meeting and Nikki Segovia, Building and Planning Clerk, joined the meeting.

13. BYLAWS

13.1 Village of Pemberton Blasting Regulation Bylaw No. 714, 2012, Amendment (Permit Duration) Bylaw No. 936, 2022

Moved/Seconded

THAT Council gives first, second, and third readings to Village of Pemberton Blasting Regulation Bylaw No. 714, 2012, Amendment (Permit Duration) Bylaw No. 937, 2022.

CARRIED

At 6:37pm Ms. Segovia and Mr. McRae left the meeting.

13.2 Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Blasting) Bylaw No. 938, 2022

Moved/Seconded

THAT Council gives first, second, and third readings to Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Blasting) Bylaw No. 938, 2022.

CARRIED

14. MAYOR'S Report

Mayor Richman had a conversation with the Squamish Food Policy Council. The group has been working to improve food security throughout the Squamish Valley.

Mayor Richman attended the 2022 Union of BC Municipalities (UBCM) Convention held in Whistler from September 12th to 16th where he took part in informative sessions with a focus on health care and housing. Highlights included:

- an announcement by Emergency Management BC confirming the reduction of municipalities' share of disaster damages costs from 20% to 5 - 10%;
- the Village's resolutions regarding funding of fire department response to highway incidents and funding of police services were endorsed. The resolution requesting that the Provincial government develop a more transitional funding model for funding of RCMP services as a community grows beyond 5,000 residents received much discussion and was well supported;
- a productive meeting with the Ministry of Transportation and Infrastructure regarding regional transit;
- a meeting with Minister of Forests, the Honourable Katrine Conroy, regarding flooding issues; and
- a meeting with CN Rail Manager of Public and Government Affairs Tyler Banick regarding a proposed pedestrian crossing of the Lillooet River.

15. COUNCILLORS' Reports

Councillor Craddock reported on the following meetings and events:

- attended the 2022 UBCM Convention;

- attended the Pemberton Valley Dyking District meeting;
- attended the Tourism Pemberton meeting;
- attended the Community Wildfire Resiliency Plan Committee meeting earlier today. Councillor Craddock noted that FireSmart staff will provide free services to seniors over the age of 65 and persons with disabilities to assist with work recommended in a FireSmart property assessment and urged qualifying residents to take advantage of this offer.

Councillor Noble reported on the following meetings and events:

- attended the 2022 UBCM Convention and took part in sessions with a focus on reconciliation and social housing; and
- attended the meeting with CN Rail representative Tyler Banick

Councillor Antonelli reported on the 2022 UBCM Convention. The highlight was the study session, *Lessons Learned from the Lytton Fire*. Councillor Antonelli commented on the compelling story-telling format of the presentation.

Councillor Zant attended the Pemberton and District Public Library board meeting and the Pemberton Valley Utilities and Services Meeting

16. CORRESPONDENCE

16.1 Correspondence for Information

- a. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated September 6, 2022,** announcing a call for proposals under Stream 1: Investments in Training Equipment of the union Training and Innovation Program (UTIP).

Moved/Seconded

THAT the correspondence from Patrick Weiler be received for information.

CARRIED

17. DECISION ON LATE BUSINESS

There was no late business.

18. LATE BUSINESS

19. NOTICE OF MOTION

There was no notice of motion.

20. QUESTION PERIOD

There were no questions from the gallery.

21. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (k) negotiations and related discussions and (l) municipal objectives that in the view of Council could reasonably be expected to harm the interests of the municipality if held in public

CARRIED

At 7:07pm Council moved in camera.

22. RISE WITH REPORT

At 7:21pm Council rose without report.

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

At 7:21 pm the meeting was adjourned.

Mike Richman, Mayor

Sheena Fraser, Corporate Officer



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September 27, 2022

The Honourable Melanie Mark
Minister of Tourism, Arts, Culture and Sport
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Mark:

On behalf of the Village of Pemberton, we would like to express our full support of the Lil'wat (Lil'wat), x^wməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish) and səliiwətał (Tseil-Waututh) Nations in their efforts to lead an Indigenous bid to host the 2030 Olympic and Paralympic Winter Games in British Columbia.

The experience of the Vancouver 2010 Games brought tremendous benefits and lasting legacies to our communities. Notably, the improvements made to the Sea to Sky Highway, which made our community more accessible for locals and visitors.

As our province emerges from this global pandemic, we need another inspirational goal that will unite all British Columbians and help us to address the economic, environmental, housing, reconciliation, and health challenges that continue to concern us. The leadership of the Lil'wat, Musqueam, Squamish and Tseil-Waututh Nations, and their vision of harnessing the Games as a significant step toward reconciliation, provide us with the opportunity to make progress in ways that can impact generations to come.

Working in the Public sector, we are facing our own set of challenges. The Village strongly believes that a clear plan for hosting the 2030 Games that incorporates the feedback of various communities and sectors can vastly accelerate our ability to achieve our priorities. The potential for corridor communities to come together and build capacity through the shared experience of the games is one of great value.

Therefore, Village Council we wholeheartedly endorse an Indigenous-led 2030 Winter Games bid and urge the Government of British Columbia to fully support the efforts of the Lil'wat, Musqueam, Squamish and Tseil-Waututh Nations to bring the Olympic and Paralympic Games back to our province.

Thank you for your support.

Sincerely,
VILLAGE OF PEMBERTON

Mayor Mike Richman
c/o Council

Date: Tuesday, October 4, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

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

PURPOSE

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

BACKGROUND

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

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

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

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

Criteria

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

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

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

As such, Council has established the following priorities:

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

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

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

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

DISCUSSION & COMMENTS

Since 2019, the Village has provided a contribution of \$250 to both organizations to support their Christmas programs. This amount was due to limited funds being available by the end of the year because of contributions made to other organizations throughout the year.

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

The Village has consistently responded to the call for support and over the years contributed both financially and through donations of food and unwrapped gifts. Over the past two years the COVID-19 Pandemic created more need in the community and both programs were overwhelmed with requests. While the issues related to the pandemic have lessened there are still many vulnerable people in our community who are working to make their way out from under some of the challenges they faced during the pandemic.

The CEF has a balance of \$2,750 remaining for 2022. As the fund is still well supported Council may wish to consider a contribution in a larger amount to both organizations this year and staff has put forward a recommendation of \$500. Alternatively, Council could continue with the level of support, in the amount of \$250, provided in previous years or allocate a larger amount given there are funds available in the CEF to do so this year.

COMMUNICATIONS

There are no communications elements anticipated.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

Community Enhancement Fund Reconciliation – As of September 23, 2022

2022 Budget Amount		\$7,500	
Contributions Expensed:			
Village of Pemberton Bursary	\$3,000		Yearly allocation
Lil'wat Rodeo Pee Wee Barrell Racing Sponsor	\$1,000		Mtg No. 1561, May 17, 2022
Rotary/Chamber Golf Tournament	\$ 500		Mtg No. 1561. May17.22
Slow Food Cycle Sunday	\$ 250		Mtg No. 1561, May17.22
TOTAL ALLOCATED TO DATE:	\$4,750		
CEF FUNDS REMAINING:		\$2,750	
Requested Contributions:			
Lil'wat Christmas Bureau	\$500		
Pemberton Food Bank – Christmas Hamper Program	\$500		
Remainder after contributions:		\$1,000	

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

Option One: Support a contribution of \$500 from the Community Enhancement Fund to both the Lil'wat Christmas Bureau and the Pemberton Food Bank Christmas Hamper Program.

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

RECOMMENDATIONS

THAT Council provide direction.

ATTACHMENTS:

Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Operating Officer

Date: Tuesday, October 4, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Summer Street Food Review

PURPOSE

The purpose of this report is to seek direction from Council regarding the future of the Summer Street Food program.

BACKGROUND

At Regular Council Meeting No. 1538 held Tuesday, May 11, 2021, Council approved the Mobile Food Vendor Pilot Program Policy, now referred to as the Summer Street Food Pilot Program Policy, attached as **Appendix A**. The policy established a pilot program permitting approved mobile food vendors to operate at selected locations on Village parks and public spaces during the summer seasons of 2021 and 2022. The objectives of the pilot program were to allow the Village to test the viability of mobile food vendors operating on public lands and to encourage local business owners and entrepreneurs to enter the food service industry or to expand their business model to include mobile vending. The policy set out the application and operational requirements for mobile food vendors and established the procedure for review and approval of applications.

In the summer of 2021, one mobile food vendor, the Square Root Food Truck, applied to the program and received a mobile vendor food vendor permit and business licence. The Square Root Food Truck operated at the Pemberton and District Community Centre parking lot on Thursday afternoons and evenings and at Den Duyf Park on weekends. After the 2021 summer season, owner Angela Bradbury indicated that the program had been a success from her perspective and that she would participate again in 2022, with the intention of expanding operations if staffing levels permitted.

Due to staffing constraints, the Square Root Food Truck did not participate in the program in 2022. However, a new vendor, A Chef's Life, applied to the program and received a permit and business licence to sell meals and snacks at One Mile Lake Park daily through the summer, to complement the owner's operation of the Paddle Barn. The owner, Stephanie Christiansen, received many positive comments from customers and intends to operate again next year should the opportunity be available.

DISCUSSION & COMMENTS

The Summer Street Food pilot program has now come to an end. Council may choose to extend the program for a period to be determined or indefinitely, to transition the pilot program to a permanent program, or to terminate the program.

When the Committee of the Whole first considered the pilot program at Meeting No. 215, held Tuesday, April 27, 2021, the Committee expressed enthusiasm regarding the addition of mobile food vendors to public spaces, but voiced concern regarding the potential for vendors from outside Pemberton obtaining mobile food vendor permits and business licences and benefitting from trade that would otherwise have been directed to local businesses. Similarly, the Committee was concerned that existing bricks-and-mortar restaurants would lose market share to the new mobile food vendors. These considerations prompted the Committee to stipulate the mobile food vendors not be permitted to operate at the Downtown Community Barn, due to its proximity to existing restaurants. This restriction did not apply to those mobile food vendors participating in the Farmers' Market on Fridays throughout the summer as they are permitted under the Farmer's Market business licence.

As the two-year trial period attracted only two mobile vendors into the program, assessing the potential long-term impact of the program on local businesses cannot be done with any certainty. However, the low number of participants in the program suggests that transitioning the program from pilot to permanent is unlikely to have a significant impact on existing bricks-and-mortar restaurants the short term.

Both program participants were established local food service business owners prior to participating in the program. The pilot program provided them with the opportunity to expand their business models, meeting one of the primary objectives of the program. The investment these business owners have put into their mobile businesses would be lost should Council determine to cancel the program.

Staff sought community feedback on the program through a questionnaire placed on the Village Have Your Say public engagement site. No responses were received prior to this meeting. However, feedback received by the vendors showed that the community welcomed the food carts at One mile Lake Park, Den Duyf Park, and the Pemberton and District Community Centre.

Mobile Food Vendor Business Licence

As Council is aware, the number of mobile vendor business licences issued in a calendar year is limited currently limited to five. The cap has been reached in past years, indicating that mobile vendors may be prevented from operating in future years due to the cap. The financial commitment of the vendors participating in the program is such that uncertainty regarding availability of business licences is likely to discourage participation. Also, participation of mobile vendors has not been on a scale that would threaten existing bricks-and-mortar establishments or cause an inconvenience to parks and public spaces users. On the contrary, the presence of mobile vendors has been welcomed by the community. As such, staff recommend exempting vendors participating in the Summer Street Food program from the cap to ensure that business licences are available for Summer Street Food program participants.

COMMUNICATIONS

This project does not require a legislated communications element. Staff will inform residents and program participants of the status of the Summer Street Food program through Village's website and Facebook page and by email directly to the program participants.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

This project has no impact on other departments and no interdepartmental approvals are required.

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This project has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Alternative options for consideration are as follows:

Option One:

THAT the Summer Street Food pilot program be transitioned from a pilot to a permanent program.

AND THAT Council directs staff to amend the Summer Street Food Pilot Program Policy to support the permanent program.

Option Two:

THAT the Summer Street Food pilot program be extended for a period to be determined by Council.

AND THAT Council directs staff to amend the Summer Street Food Pilot Program Policy to support the extended program.

Option Three:

THAT the Summer Street Food pilot program expires at the end of September of 2022.

RECOMMENDATIONS

Staff recommend Option One:

THAT the Summer Street Food pilot program be transitioned from a pilot to a permanent program.

AND THAT Council directs staff to amend the Summer Street Food Policy to support the permanent program.

AND THAT Council directs staff to prepare an amendment to Business Licence Bylaw No. 855, 2019, exempting Summer Street Food vendors from the cap on mobile vendor business licences.

ATTACHMENTS:

Appendix A: Summer Street Food Pilot Program Policy

Submitted by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Summer Street Food Pilot Program Policy

Department:	<u>Administration</u>	Policy No.:	<u>ADM-027</u>
Sub-department:	<u>Bylaws</u>	Created By:	<u>Gwendolyn Kennedy</u>
Approved By:	<u>Council</u>	Amended By:	<u>Gwendolyn Kennedy</u>
Approved Date:	<u>11 May 2021</u>	Amendment:	<u>1</u>
Meeting No.:	<u>1538</u>	Date:	<u>November 30, 2021</u>

POLICY PURPOSE

The purpose of this policy is to establish the framework for a pilot program for approving and regulating *Mobile Food Vendors* on public lands within the Village with the objective of animating public spaces and providing business opportunities to local entrepreneurs.

REFERENCES

Business Licence Bylaw No. 855, 2019, Office Consolidation, April 2021

Zoning Bylaw No. 832, 2018, Office Consolidation, February 2021

Wildlife Attractants Bylaw No. 684, 2010

Noise Regulation Bylaw No. 699, 2011

Sign Bylaw No. 380, 1995

DEFINITIONS

Food Truck has the same meaning as set out in Zoning Bylaw No. 832, 2018.

Mobile Food Cart means any vehicle, wagon, kiosk or cart from which food, confectionary, or beverage is offered for sale on approved Village streets, parks, or other public locations, and includes a *food truck* as defined in Zoning Bylaw No. 832, 2018.

Mobile Food Vendor means a vendor, holding a valid Village of Pemberton business licence and a Summer Street Food Permit, that sells food, confectionary, or beverage from a *Mobile Food Cart*.

POLICY

The pilot program will run for two summer seasons beginning in June 2021 and ending in September 2022.

One *Mobile Food Vendor* will be permitted to operate at each approved location on the dates listed on the Summer Street Food Calendar. The objective is for *Mobile Food Vendors* to operate at different locations throughout the operating season to maximize

Department:	<u>Administration</u>	Policy No.:	<u>ADM-027</u>
Sub-department:	<u>Bylaws</u>	Created By:	<u>Gwendolyn Kennedy</u>
Approved By:	<u>Council</u>	Amended By:	<u>Gwendolyn Kennedy</u>
Approved Date:	<u>11 May 2021</u>	Amendment:	<u>1</u>
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variety for residents and visitors, to ensure that approved vendors have fair access to desirable locations, and to allow *Mobile Food Vendors* to select the dates and locations that suit their schedules and operational capacities.

The Village will issue a request for expression of interest for the selection of Vendors for the summer season. The request for expression of interest will include the current Summer Street Food Calendar showing available dates and locations.

Applicants for a Summer Street Food Permit shall submit an expression of interest (EOI) letter addressed to the Business Licence Inspector indicating their preferred locations and dates selected from the Summer Street Food Calendar by the stated deadline for consideration in the first round. Late applications will be accepted on an ongoing basis while locations and dates remain available.

The Village reserves the right to accept or reject any or all applications or cancel the request for expression of interest at any time.

An applicant shall not have any claim for compensation of any kind as a result of submitting an expression of interest.

The Village will issue a Summer Street Food Permit to successful applicants valid for the agreed locations and dates specified in the permit for one operational season. *Mobile Food Vendors* with a valid permit may apply for additional dates and locations by submitting a request in writing. There will be no fee for the permit.

A business licence is required in addition to the Summer Street Food Permit. Once a *Mobile Food Vendor* has received a permit, they may apply for a business licence.

Important dates and deadlines are shown in the table below:

Season	Issuance of Request for Expression of Interest	Application Deadline, First Round	Offer of Permits, First Round
June – September, 2021	May 13, 2021	May 28, 2021	June 11, 2021
June – September, 2022	No later than December 20, 2021	January 28, 2022	March 31, 2022

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PROCEDURE

A. Application Requirements

- i. A Summer Street Food Permit is issued for one season. A Vendor who participates in the Pilot Program in 2021 will be required to submit a new application for 2022 if they wish to participate in the second year of the program.
- ii. Applicants for a Summer Street Food Permit shall provide the following documents with their application:
 - (1) Expression of Interest letter stating the following:
 - (a) preferred locations and dates selected from annual Summer Street Food Calendar, indicating proposed hours of operation for each date selected;
 - (b) the qualifications and experience of the business, noting the role of local business owners and residents, if any;
 - (c) menu and service description, including description of healthy meal and snack options;
 - (d) product sourcing; and
 - (e) measures included to minimize environmental impact.
 - (2) Copy of current Mobile Vendor Business Licence if one has already been issued;
 - (3) Copy of valid Vancouver Coastal Health Permit if one has already been issued;
 - (4) Photos or detailed sketch of the cart illustrating design and features (see section E);
 - (5) Proof of Insurance (see section G);
 - (6) Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;
 - (7) COVID-19 Safety Plan; and
 - (8) Two references.

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B. Locations & Dates

Mobile Food Vendors will be permitted to operate at the following locations:

- One Mile Lake Park lower parking lot
- Industrial Park
- Pemberton Community Centre parking lot
- Den Duyf Park (Recreation Site)

One *Mobile Food Vendor* will be permitted to operate at each location on the dates shown on the Summer Street Food Calendar. Some dates may be unavailable due to scheduled events or maintenance and repairs. The Village will inform *Mobile Food Vendors* of cancellation of any scheduled dates as far in advance as possible. Weather conditions may force cancellation of some dates and locations.

C. Selection Criteria

Each application will be evaluated on the following criteria:

Evaluation Criteria	Weight
Experience and demonstrated competence	10
Proposed service (menu diversity, innovation, availability of healthy options)	15
Cart design, appearance, and functionality	15
Value	10
Product sourcing	20
Sustainability	15
Schedule and commitment to operational hours	10
References	5
Subtotal	100
Bonus Points	
Local resident or business owner (Village or SLRD Area C)	25

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Applications will be treated confidentially.

The Village will review all applications and score them based on the selection criteria. Other criteria may be considered in addition to those listed above.

Available locations and dates that are requested by more than one equally qualified applicant will be awarded by random draw.

Successful applicants will be awarded a Summer Street Food Permit valid for the applicable season of the Pilot Program and will be required to apply for and obtain a business licence.

D. Operational Requirements

- i. *A Mobile Food Vendor* (the Vendor) shall abide by the following operational requirements:
 - (1) The Vendor shall display the Summer Street Food Permit, Vancouver Coastal Health (VCH) Permit, and business licence prominently on the food cart.
 - (2) The Vendor shall commit to scheduled dates and locations and shall operate a minimum of five (5) hours on each scheduled date unless an alternative schedule has been approved.
 - (3) The Vendor is restricted to operating at the locations on the dates that have been approved by the Village.
 - (4) The Vendor shall recycle, compost, or dispose of garbage and waste off-site and shall not use Village garbage bins or dispose of any liquid waste into bodies of water, onto soil, or into Village drains.
 - (5) The Vendor shall provide their own source of potable water and power for the *Mobile Food Cart*.
 - (6) The Vendor shall conduct a daily clean-up within a 100 m radius of the cart location.
 - (7) The Vendor shall not leave the *Mobile Food Cart* at the operating location overnight.

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- (8) The Vendor shall ensure that all storage is contained within the *Mobile Food Cart*.
- (9) The Vendor shall maintain the *Mobile Food Cart* in good operating condition and appearance.
- (10) The Vendor shall not leave the *Mobile Food Cart* unattended.
- (11) The Vendor may provide for their own use two folding chairs and a small tent or canopy for weather protection; no additional furniture or objects are permitted.
- (12) The Vendor shall not operate during an approved special or community event occurring at their approved location except if specifically associated with and authorized by the organizers of the event.
- (13) If electrical power from a Village source is available and is used by a Vendor, the Vendor shall pay to the Village a fee of an amount to be determined for the electricity use.
- (14) The Vendor shall abide by Village of Pemberton Wildlife Attractants Bylaw No. 684, 2010; Noise Regulation Bylaw No. 699, 2011, Business Licence Bylaw No. 855, 2019, Sign Bylaw No. 380, 1995, and any other applicable bylaw or enactment.
- (15) The Business Licence Inspector may cancel the Summer Street Food Permit if the Vendor fails to operate on at least 75% of the agreed location dates (minimum of five hours operating time per date) unless the Vendor has received approval in writing for a reduced schedule.

E. Cart Design

- i. Carts must be self-contained and require no external power or potable water source.
- ii. Carts must be approved by Vancouver Coastal Health.

F. Business Licence

- i. A valid business licence is required in addition to a Summer Street Food Permit.

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G. Insurance

- i. Operators must have a minimum of \$5 million commercial general liability coverage.
- ii. If applicable, operators must have a minimum of \$2 million liability coverage in automobile insurance.
- iii. The Village of Pemberton and, if applicable, the Squamish-Lillooet Regional District must be named as additional insured on both policies.
- iv. *Mobile Food Vendors* must provide thirty (30) day written notice of any material change or cancellation of policy.

AMENDMENTS

- A. Administrative amendments to this policy may be made by the Chief Administrative Officer.

Date: Tuesday, October 4, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Colin Brown MCP, Planner II

Subject: Official Community Plan Review – Communication and Engagement Strategy, and Work Plan

PURPOSE

The purpose of this report is to present to Council the Communication and Engagement Strategy, and a revised Work Plan for the 2022-2024 Official Community Plan Review.

BACKGROUND

Since its incorporation, the Village has had numerous Official Community Plans (OCPs): OCP Bylaw No. 211, adopted in 1986; OCP Bylaw No. 355, adopted in 1994; and OCP Bylaw No. 435, adopted in 1999. OCP Bylaw No. 654 was adopted in 2011 and is the current Official Community Plan.

Pemberton is growing, with a 32.4% increase in population from 2016 to 2021. Growth pressures are most notably demonstrated by the dramatic increase in development activity in the community. Given that the OCP is now more than 11 years old, the community's vision, strategic direction, and identified priorities need to be updated.

Village Council has identified a review and update of the Official Community Plan as a strategic priority. In Spring 2022, staff developed and issued a request for proposals seeking to retain consultant services to assist the Village with this substantial project. In June 2022, a consulting contract was awarded to Urban Systems Inc. as the lead consultant for the project.

DISCUSSION & COMMENTS

Village staff have begun work with Urban Systems through a series of meetings taking place over the summer. An early deliverable is the Communication and Engagement Strategy, and the revised Work Plan that are attached as **Appendix A and B**, respectively. These documents are meant to be read as companions to each other. They are also living documents, meaning that it is anticipated that they will evolve throughout the life of the project. The projected timeline is over an anticipated two-year period from June 2022 to June 2024.

Engagement is the heart of this project as we seek the community's input on the full spectrum of topics. Invitations and some initial conversations have already started with Lil'wat Nation, to ensure that their interests are honoured and protected. The projected timeline will see the public launch of the project in January 2023, with a series of engagement activities to follow. The

project will continue throughout the remainder of 2023. The goal is to have the OCP finalized and ready to proceed to bylaws in the second quarter of 2024.

Work continues behind the scenes with substantial work for staff and consultants to review previous plans and documents. Preparatory work includes updating community data and statistics that will be baselines for future policy development work. Fall 2022 will be used to develop engagement materials and set up the project and the phases to come.

COMMUNICATIONS

Communications are a substantial portion of this project to both inform the public of the OCP Review and invite their input. Details of the communication strategy are included in **Appendix A**.

LEGAL CONSIDERATIONS

The *Local Government Act (LGA)*, s.473 outlines the content and process requirements that must be included within an OCP and s.474 outlines policy statements regarding what may be included within the OCP. Section 475 sets out requirements for consultation during the development of an OCP.

Staff and consultants working on this project will carefully consider the legislative framework throughout the preparation of this review and update.

IMPACT ON BUDGET & STAFFING

The anticipated total budget for the OCP is \$150,000 over the life of the project. Sufficient funds have been allocated in the Development Services Contractors and Consultant Budget for 2022. Funding for subsequent years will be allocated as part of the annual budgeting process.

Further, it is anticipated that there may be some sub-studies that could be undertaken or updated to bolster and better inform the OCP process. An example is the Pemberton Housing Needs Report. Staff recently received news that a grant to update the report has been awarded and intend to initiate the update in the 4th quarter of 2022. Staff are exploring other opportunities for additional grant funding to assist with topic-specific work.

INTERDEPARTMENTAL IMPACT & APPROVAL

The OCP Review will involve staff members from all departments. The process is anticipated to engage each department separately to identify strengths and concerns in their areas of expertise. There may be full staff-specific events and all staff are encouraged to join public engagement events as key stakeholders and contributors to the community. Department Managers will be involved in meetings, and other events where their input is requested. It is expected that all staff-specific events will be incorporated into daily operations.

COMMUNITY CLIMATE ACTION PLAN

Climate change is a major topic of concern within the community and the Village's policy responses will play a significant role in the new OCP. Much of the work and outcomes from the Community Climate Action Plan (CCAP) will be brought forward and incorporated into the OCP.

It should be expected that the OCP will provide further direction and support for future projects and implementation of the CCAP.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The OCP Review process requires engagement with several entities including Lil'wat Nation, Squamish-Lillooet Regional District, Pemberton Valley Dyking District, and other agencies. A list of community groups and other interested stakeholders is included in **Appendix A**. Staff expect this list to evolve as the engagement phases proceed and expertise in certain fields are identified.

ALTERNATIVE OPTIONS

No alternative options are presented at this time.

RECOMMENDATIONS

THAT this report titled Official Community Plan Review – Communication and Engagement Strategy, and Work Plan be received for information.

ATTACHMENTS:

Appendix A: Communication and Engagement Strategy

Appendix B: Work Plan

Prepared or Submitted by:	Colin Brown MCP, Planner II
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



Communication and Engagement Strategy

Prepared for the Village of Pemberton

URBAN
SYSTEMS

SEPTEMBER 2022

550 - 1090 Homer Street, Vancouver, BC V6B 2W9

T: 604.235.1701 | E: mclements@urbansystems.ca

Melissa Clements, RPP, MCIP

BACKGROUND OVERVIEW

This is a Communication and Engagement Strategy for the Village of Pemberton Official Community Plan (OCP) Review. This strategy is based on the Village of Pemberton’s Request for Proposals dated May 2022 and a Communication and Engagement Workshop held with Village Staff in August 2022. This strategy is a ‘living document’ that will be updated throughout the planning process.

The OCP Review process was initiated in June 2022 with the official “public” launch occurring in January 2023. The public launch will be delayed due to the municipal election in October 2022 and the busy holiday season when engagement levels tend to be low. The OCP Review is a two-year project that will be phased as follows:

- Phase 1 Project Initiation, Plan Audit, Draft Vision: June 2022 - June 2023
- Phase 2 Draft Policies, Strategies, Actions: June 2023 - January 2024
- Phase 3 Final OCP: January 2024 - April 2024

A notice for the OCP Review is posted on the [Village webpage](#) and readers are invited to register for information at HaveYourSay.Pemberton.ca.

OCP REVIEW ADVISORY COMMITTEE

On April 26, 2022, Village Council appointed a nine (9) member committee to advise Village Staff and Consultants on the following:

- Consider and evaluate issues referred to it by the Village and report back to and make recommendations based on those issues.
- Advise Village Staff on the preparation of a new Official Community Plan.
- Advise Village Staff on the preferred type and nature of public engagement employed during the OCP review process, including selection of locations and dates and times.
- Have a primary focus on guiding policy development in the new OCP document but not be restricted from examining other matters related to the new OCP document.
- Assist and advise Village Staff on the processing of public engagement input materials to ensure it accurately reflects the input provided.
- Be a communication resource to the community on issues, events and activities associated with the OCP process, as required.

The Terms of Reference for the OCP Review Advisory Committee has been approved by Council. The Committee will serve for the duration of the planning process and meet no more than four (4) times per year. The Committee members will contribute a broad range of opinions, skills, and experience to the OCP Review process.

ENGAGEMENT APPROACH

The approach to communication and engagement adheres to the core values and best practices of the International Association of Public Participation (IAP2). IAP2's Spectrum of Public Participation identifies the appropriate level of public participation for an audience. The Spectrum, which includes five (5) levels of participation, reflects the goals, resources, and concerns an audience has. Generally, audiences who will be impacted (to a greater extent) by the outcomes of a decision want to be engaged more while audiences who will be impacted (to a lesser extent) prefer less engagement. The five (5) levels of participation are identified below in Figure 1 - IAP2 Spectrum of Public Participation.

FIGURE 1 - IAP2 SPECTRUM OF PUBLIC PARTICIPATION



	 INFORM	 CONSULT	 INVOLVE	 COLLABORATE	 EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision-making in the hands of the public
Promise To The Public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide
Example Technique	<ul style="list-style-type: none"> • Fact sheets • Web sites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberative polling 	<ul style="list-style-type: none"> • Citizen advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated Decision

COMMUNICATION & ENGAGEMENT OBJECTIVES

A successful communication and engagement process is built on trust. The following communication and engagement objectives are designed to activate trust, collaboration, and

meaningful engagement. The objectives will also better enable the Village of Pemberton (VOP) to achieve the most efficient and effective decision-making outcomes.

- To inform people about the OCP Review planning process.
- To strengthen existing relationships with Lil'wat Nation.
- To ensure participants have a base level of understanding to enable them to provide informed and meaningful input into the planning process.
- To engage community members who typically do not participate in municipal events.
- To engage Electoral Area C residents who work and/or play in Pemberton.
- To involve as many people as possible within the time constraints and resources available.
- To consult, involve, and collaborate with participants in a variety of engaging, and creative ways that generate thoughtful and constructive conversations.
- To create an open, honest, and transparent process by publicly (and regularly) reporting what has been expressed through community engagement.
- To empower Council to make decisions based on local values, community engagement, and technical expertise.
- To plan and coordinate engagement activities with high-traffic community building events.
- To leverage existing municipal communication channels and engagement resources.

KEY MESSAGES

Key messages are the foundation of our narrative - they are the messages that will be conveyed most often and consistently through communication materials and events. The following key messages are clear, concise, and memorable so they may stand alone and be communicated to all audiences.

- The OCP Review is a strategic priority of Council.
- The new OCP will guide growth and development to 2050.
- The OCP Review is an opportunity to strengthen the Village's relationship with Lil'wat Nation and to advance truth and reconciliation within the community.
- Pemberton is one of the fastest growing communities in BC.
- Pemberton grew by 32.4 percent between 2016 and 2021 (from 2,574 to 3,407 residents).
- The OCP Review will explore ways to manage growth while retaining Pemberton's character.
- The OCP Review will build on other municipal and regional planning initiatives including, but not limited to, the Community Climate Action Plan, Pemberton Valley Recreation Trails Master Plan, and the Age-Friendly Affordable Housing Action Plan.

- We invite everyone to get involved.
- We want to hear from our neighbours in Electoral Area C.
- Have your say and let us know what you want Pemberton to be.
- We welcome all feedback.
- We will report back what we heard and keep you informed throughout the process.
- The OCP Review webpage will be updated regularly.
- Look for opportunities throughout the community to share your thoughts.
- Council will consider all feedback when making decisions.

AUDIENCES & STAKEHOLDERS

The audience and stakeholder list will include members of the Pemberton community as well as residents from Electoral Area C who live, work, and play in the Village. A detailed list of audiences and stakeholders has been included as **Appendix 1 - Audiences & Stakeholders List**.

LIL'WAT NATION

Pemberton Council will invite Lil'wat Nation to collaborate on the OCP Review on a government-to-government basis. A protocol agreement will be updated between the Village and the Nation outlining how they will communicate and strengthen their relationship through the OCP Review process.

INCLUSION PLAN

Inclusion is essential to effective, ethical, and meaningful engagement. Inclusive engagement provides decision-makers with a deeper understanding of the issues, the problems to be solved, and the decisions to be made. The engagement team will work with the project team to reduce barriers to reach a more inclusive outcome. The engagement team will strive to ensure all ages and abilities are able to participate. To ensure that all communication and engagement activities are accessible and inclusive, the engagement team will:

CREATE ACCESSIBLE COMMUNICATION MATERIALS

- Write a clear and concise narrative to inform and engage a wide spectrum of audiences.
- Use graphic tools including maps, photos, infographics, icons etc. to make information more accessible to a broader group of people.
- Produce materials that are available in paper format for groups who may not have internet access (seniors, low income, unhoused populations etc.).
- Distribute paper format materials at VOP-operated facilities (e.g., libraries, community centres etc.).

DEVELOP YOUTH-SPECIFIC COMMUNICATION MATERIALS

- Write simplified communication materials for younger audiences.
- Use graphic tools including maps, photos, illustrations etc. to make information more accessible.
- Produce materials that may be distributed via email by Parent Advisory Committees.
- Liaise with School Districts 48 and 93 to create engagement opportunities for students.
- Include youth-specific components at public engagement events.

DEVELOP SENIOR-SPECIFIC COMMUNICATION MATERIALS

- Use fonts and design elements that are easy to read.
- Use graphic tools including maps, photos, illustrations etc. to make information more accessible.
- Produce materials (electronic and hard copies) that may be distributed by Seniors Groups.
- Liaise with the Pemberton Valley Seniors Society and Pemberton Lions Club to create engagement opportunities for seniors.
- Host public engagement events in wheelchair accessible locations.

HOST A VARIETY OF PUBLIC ENGAGEMENT EVENTS

- Recognize individuals have their own unique learning and communication styles.
- Include a mix of passive and interactive engagement activities at all events.
- Provide different ways for participants to provide feedback (e.g., oral, written, illustrations, dotmocracy etc.).
- Locate public engagement events throughout the community.
- Plan events for different times of day/week recognizing people keep different schedules.
- Select venues that are accessible for all mobility levels.
- Design events to be family friendly.

ENGAGEMENT PHASES & TOOLS

The Pemberton OCP Review planning process is divided into three (3) phases. This Communication and Engagement Strategy proposes materials and events for each of the phases recognizing engagement with Lil'wat Nation and the OCP Review Committee will be ongoing throughout the planning process. The general approach to each phase of engagement is outlined in **Table 1: ENGAGEMENT PHASES & TOOLS**.

Table 1: ENGAGEMENT PHASES & TOOLS¹

Phase 1: August 2022 - June 2023					
Method	Description	Engagement Level	Timing	Materials Required	Roles/Responsibilities
Indigenous Collaboration	VOP Council to send a formal letter to Lil'wat Nation inviting them to participate in the OCP Review Process.	TBD	October 2022	Letter	VOP to engage Lil'wat Nation on a government-to-government basis
Council Presentation	USL to introduce themselves, describe approach and methodology, and provide an overview of the C & E Strategy	Inform	October 4, 2022	Slide Deck	USL to draft slide deck and make presentation
OCP Review Committee	USL to participate in two (2) meetings per phase	Inform Consult Involve	October 25, 2022	Slide Deck	USL to present Work Plan and Communication & Engagement Strategy
Webpage Launch	Project specific webpage will be created to host all Pemberton OCP Review materials	Inform	January 9, 2023	Webpage Content Key Messages Images Maps	VOP to manage webpage USL to provide content
Whistler Pique News Article	Featured article in the local newspaper	Inform	January 9, 2023	Key Messages Speaking Notes	VOP to lead the interview USL to participate in interview USL to draft speaking notes
Social Media Launch	Facebook and Instagram posts will announce the project and direct readers to the webpage for more information. Posts will be made through both the regular and youth accounts.	Inform	January 9, 2023	Sound Bites Key Messages Images	VOP to manage social media USL to provide strategic advice on content

¹ VOP = Village of Pemberton USL = Urban Systems

Village Billboard	OCP Review poster to be installed on Village Billboard	Inform	January 9, 2023	Poster Design Printed Poster	USL to design the poster VOP to coordinate printing and installation
Community Message Boards	1-page single-sided 11x17 posters to be installed on community message boards	Inform	January 9, 2023	Poster Design Posters to Install	USL to design the poster VOP to coordinate printing and installation
Audience & Stakeholder Distribution Lists	Email sent to VOP audience and stakeholder distribution lists announcing the OCP Review and directing readers to the OCP Review webpage	Inform	January 9, 2023	Email Content	VOP to manage email blast USL to provide strategic advice on content
Discussion Guides	Four (4) 1-page double-sided 8.5 x 11 discussion guides on key issues and topic areas	Inform	January 9, 2023	Discussion Guides	USL to draft content and design discussion guides VOP to coordinate distribution to audiences and key stakeholders
Kitchen Table Discussions	A series of self-directed, small group discussions to define Pemberton's character, create a vision for the community, and undertake a community mapping exercise.	Inform Consult	January 9, - February 28, 2023	OCP 101 Material Host Guide Discussion Guide Feedback Forms Community Mapping Exercise	USL to prepare content VOP to facilitate kitchen table discussions with select audiences and stakeholder groups e.g., long-term residents, Electoral Area C residents, Lil'wat Nation etc.
Community Open House	A three-hour in-person event with a presentation component to inform and an interactive component to involve participants through small group discussions. Focus: Vision, Community Character, Community Map, Key Issues and Topic Areas	Inform Involve	March 2023	Slide Deck Presentation Boards Small group exercises Community Mapping Exercise	USL to design open house, prepare materials, and facilitate VOP to oversee advertising, email notifications to audience and stakeholder groups, pre-registration, facility rentals, and catering. VOP to help facilitate small group discussions.
What We Heard Report	A summary of what we heard through Phase 1.	Inform	April 2023	WWH Report	USL to draft report USL to present to Village staff

Phase 2: June 2023 - January 2024

Method	Description	Engagement Level	Timing	Materials Required	Roles/Responsibilities
Indigenous Collaboration	OCP Review Team to follow communication and engagement protocol.	TBD	TBD	TBD	TBD
OCP Review Committee	USL to participate in two (2) meetings per phase	Inform Consult Involve	TBD	TBD	TBD
Webpage Update	Project specific webpage will be updated with new content	Inform	June 5, 2023	Webpage Content Key Messages Images Maps	VOP to manage webpage USL to provide content
Whistler Pique News Article	Featured article in the local newspaper	Inform	June 5, 2023	Key Messages Speaking Notes	VOP to lead the interview USL to participate in interview USL to draft speaking notes
Social Media Launch	Facebook and Instagram posts will announce Phase 2 of the project and direct readers to the webpage for more information. Posts will be made through both the regular and youth accounts.	Inform	June 5, 2023	Sound Bites Key Messages Images	VOP to manage social media USL to provide strategic advice on content
Village Billboard	An updated OCP Review poster to be installed on Village Billboard	Inform	June 5, 2023	Poster Design Printed Poster	USL to design the poster VOP to coordinate printing and installation
Community Message Boards	1-page single-sided 11x17 posters to be installed on community message boards	Inform	June 5, 2023	Poster Design Posters to Install	USL to design the poster VOP to coordinate printing and installation

Audience & Stakeholder Distribution Lists	Email sent to VOP audience and stakeholder distribution lists with an update on the OCP Review process and directing readers to the OCP Review webpage	Inform	June 5, 2023	Email Content	VOP to manage email blast USL to provide strategic advice on content
Discussion Guides	One (1) 1-page double-sided 8.5 x 11 discussion guide on growth projections, built form, density, infill development, and greenfield development	Inform	June 5, 2023	Discussion Guide	USL to draft content and design discussion guide VOP to coordinate distribution to audiences and key stakeholders
Pop-Up Events	At least three (3) pop-up events will be held at high-traffic community events over the summer. <ul style="list-style-type: none"> Farmer's Market Canada Day Slow Food Cycle One Mile Lake Park Bike Skills Park 	Inform Consult	June - August 2023	Pop-Up Display	USL to design pop-up materials USL to facilitate two (2) events VOP to facilitate X events OP to handle venue logistics
Community Open House	A three-hour in-person event with a presentation component to inform and an interactive component to involve participants through small group discussions. Report Back: Vision, Guiding Principles, Goals & Objectives Focus: Growth Projections, Built Form and Density, and Growth Management Options	Inform Involve	October 2023	Slide Deck Presentation Boards Small group exercises Community Mapping Exercise	USL to design open house, prepare materials, and facilitate VOP to oversee advertising, email notifications to audience and stakeholder groups, pre-registration, facility rentals, and catering. VOP to help facilitate small group discussions.
What We Heard Report	A summary of what we heard through Phase 2.	Inform	December 2023	WWH Report	USL to draft report USL to present to Village staff

Phase 3: January 2024 - April 2024

Method	Description	Engagement Level	Timing	Materials Required	Roles/Responsibilities
Indigenous Collaboration	OCP Review Team to follow communication and engagement protocol.	TBD	TBD	TBD	TBD
OCP Review Committee	USL to participate in one (1) meeting this phase	Inform Consult Involve	TBD	TBD	TBD
Webpage Update	Project specific webpage will be updated with new content	Inform	January 15, 2024	Webpage Content Key Messages Images Maps	VOP to manage webpage USL to provide content
Whistler Pique News Article	Featured article in the local newspaper	Inform	January 15, 2024	Key Messages Speaking Notes	VOP to lead the interview USL to participate in interview USL to draft speaking notes
Social Media Launch	Facebook and Instagram posts will announce Phase 2 of the project and direct readers to the webpage for more information. Posts will be made through both the regular and youth accounts.	Inform	January 15, 2024	Sound Bites Key Messages Images	VOP to manage social media USL to provide strategic advice on content
Village Billboard	An updated OCP Review poster to be installed on Village Billboard	Inform	January 15, 2024	Poster Design Printed Poster	USL to design the poster VOP to coordinate printing and installation
Community Message Boards	1-page single-sided 11x17 posters to be installed on community message boards	Inform	January 15, 2024	Poster Design Posters to Install	USL to design the poster VOP to coordinate printing and installation

Audience & Stakeholder Distribution Lists	Email sent to VOP audience and stakeholder distribution lists with an update on the OCP Review process and directing readers to the OCP Review webpage	Inform	January 15, 2024	Email Content	VOP to manage email blast USL to provide strategic advice on content
Community Open House	A three-hour in-person event with a presentation component to inform and an interactive component to involve participants through small group discussions. Focus: Draft OCP	Inform Involve	February 2024	Slide Deck Presentation Boards Small group exercises Community Mapping Exercise	USL to design open house, prepare materials, and facilitate VOP to oversee advertising, email notifications to audience and stakeholder groups, pre-registration, facility rentals, and catering. VOP to help facilitate small group discussions.
What We Heard Report	A summary of what we heard through Phase 3.	Inform	March 2024	WWH Report	USL to draft report USL to present to Village staff

BYLAW ADOPTION PROCESS

The OCP Bylaw will receive three (3) readings (by Council) before it is adopted in accordance with the *Local Government Act*. The public will have an opportunity to comment on the proposed OCP Bylaw at the hearings.

MEASURES OF SUCCESS

Success will be measured against the Communication and Engagement Strategy objectives.

- The Village's relationship with Lil'wat Nation has become stronger.
- At least 75 percent of those who participate in engagement events report the background material provided enabled them to offer informed input.
- Input gathered through the engagement process represents a wide range of perspectives that reflect the VOP's demographic and socio-economic diversity.
- The unique perspectives of those living in Electoral Area C are heard and reported.
- What We Heard Reports will be presented to staff and Council at the end of each phase of the planning process. These reports will also be made available to the public.
- Input received from all sources, will provide the planning team with the feedback they need to ensure the Pemberton OCP Review reflects the concerns and interests of a diverse group of community residents.
- Input received from all sources, will provide Council with confidence that the Pemberton OCP Review reflects the values and interests of a diverse group of community residents.
- Engagement activities were planned and coordinated with high-traffic, community building events.
- Existing forms of communication were leveraged to support the engagement process.

APPENDIX 1

AUDIENCES & STAKEHOLDERS LIST



INDIGENOUS NATIONS

- Lil'wat Nation

GOVERNMENT AGENCIES AND REPRESENTATIVES

- MLA Jordan Sturdy
- MP Patrick Weiler
- Electoral Area C - Squamish-Lillooet RD
- BC Transit
- BC Housing
- BC Wildfire Service
- Vancouver Coastal Health
- Ministry of Transportation and Infrastructure

INTERNAL STAKEHOLDERS

- Council
- Staff
- OCP Review Advisory Committee
- Village Planner (consultant)
- Village Engineer (consultant)

UTILITY PROVIDERS

- BC Hydro
- Telus
- Shaw

COMMUNITY GROUPS

- Sea to Sky Community Services Society
- Pemberton Arts Council
- Pemberton Multicultural Network
- Growing Great Children
- Pemberton Women's Institute
- Pemberton Community Church
- Pemberton Farmers Market
- Pemberton Farmers Institute

- Royal Canadian Legion Branch 201
- Pemberton Rotary Club
- Friends of the Library
- Young Life
- Pemberton Healthcare Foundation
- Pemberton Animal Wellbeing Society
- Pemberton Firefighter's Association
- Pemberton Food Bank

SENIORS GROUPS

- Pemberton Valley Seniors Society
- Pemberton Lions Club
- Pemberton Men's Shed

SPORT/LEISURE/RECREATIONAL GROUPS

- Pemberton Valley Trails Association
- Birken Recreation and Cultural Society
- Pemberton Youth Soccer Association
- Pemberton BMX
- Pemberton Canoe Club
- Pemberton Grizzlies
- Pemberton Karate Club
- Pemberton Soaring Club
- Pemberton Valley Snowmobile Club
- Sea to Sky Baseball
- Sea to Sky Women's Soccer
- Spud Valley Nordics
- Pemberton Off Road Cycling Association
- Whistler Skateboard Club
- Pemberton Stockcar Association
- Green River Motocross Club
- Pemberton Dance Studio
- Mountain Movement Dance Collective

- Whistler Sportsman's Hockey Association
- Pemberton Slo-Pitch
- Sea to Sky Disc Golf

ENVIRONMENTAL/CLIMATE CHANGE GROUPS

- Spelkúmtn Community Forest
- Stewardship Pemberton Society
- Pemberton Wildlife Association
- Pemberton Community Bees
- Pemberton Creek Community Garden

OTHER GROUPS

- Pemberton Valley Diking District
- Pemberton and District Library
- Pemberton Museum and Archives Society
- Pemberton Regional Airport
- Pemberton Secondary School PAC
- Signal Hill Elementary PAC
- Ecole de la Vallee PAC
- Pemberton Children's Centre
- Pemberton Red Devils Alumni Association
- School District 48 Sea to Sky
- School District 93 Ecole de la Vallee
- Pemberton Search and Rescue

BUSINESS AND CORPORATE

- Pemberton and District Chamber of Commerce
- Tourism Pemberton
- The Pemberton Collective
- CN Rail
- Pemberton Medical Clinic
- Development Industry
- Property Management Companies

- Real Estate Agents
- Local Consultants

MEDIA

- Pique NewsMagazine
- Wellness Almanac

VILLAGE OF PEMBERTON

WORK PLAN – OCP REVIEW

September 20, 2022

550 - 1090 Homer Street, Vancouver, BC V6B 2W9 | T: 604.235.1701

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APPENDIX

APPENDIX A: PROJECT SCHEDULE

WORK PLAN

The Village provided a clear and well thought out work plan in the Official Community Plan (OCP) Review Request for Proposal document. Our proposed Work Plan builds upon the Village's work and includes our approach to OCP planning processes. Our proposed Work Plan represents the first deliverable of this exciting project for a quickly growing community.

We have also prepared a Communication and Engagement Strategy to accompany the Work Plan. The Strategy provides a detailed overview of the engagement methods we will employ for each phase of the project. The Work Plan presented herein focuses on the community land use planning components of the project recognizing the Plan is meant to be read alongside the Communication and Engagement Strategy.

We have included an updated Project Schedule as **Appendix A** to accompany this Work Plan.



1.0 PHASE 1: PROJECT INITIATION, PLAN AUDIT, DRAFT VISION

JUNE 2022 – JUNE 2023

1.1 Project Initiation

1.1.1 Project Start-Up Meeting With Village Staff

We will initiate the project and set the stage for the OCP Review in this task. We propose a virtual meeting to introduce team members and learn more about the drivers for the project and expectations for project success. The team will work with Village staff to identify the key issues that need to be addressed and outline a detailed scope of work for deliverables, mapping, and other activities.

TASKS INCLUDE:

Complete

- ▶ Organize a kick-off meeting with Village staff to introduce the team, and review the work plan and scope of the project
- ▶ Identify staff expectations and metrics for success

DELIVERABLES:

- ▶ Meeting notes

1.1.2 Meet With Village Staff To Discuss Communications And Engagement

We will meet with Village staff to discuss expectations and ideas for this project's communications and engagement components. We will connect with different departments to determine what channels the Village has available for outreach and to discuss which channels they have seen the greatest success with.

TASKS INCLUDE:

Complete

- ▶ Obtain relevant background information, establish a roster of local resources, and identify key stakeholders

1.1.3 Conduct A Comprehensive Site Tour Of The Community

We will conduct a comprehensive community tour of Pemberton. This site tour will be informed by discussions with staff and other reviews completed to date to ensure that our team is able to see areas of the Village that might be referenced in discussions with the public in future phases. This tour will help build our familiarity with the community and help us put conversations into context. We will also collect site photos which can be used in future promotional and engagement materials.

TASKS INCLUDE:

Complete

- ▶ Site tour of Pemberton

DELIVERABLES:

- ▶ Site photos

1.1.4 Prepare A Detailed Work Plan And Project Schedule

Following our discussions at the project kick-off meeting, we will adjust our work plan and schedule and submit them to the Village for review.

TASKS INCLUDE:

Complete

- ▶ Develop a comprehensive Work Plan, and establish key deliverables and milestones

DELIVERABLES:

- ▶ Detailed (and updated) Work Plan

1.1.5 Prepare A Communication And Engagement Strategy

Our team will develop a Communication and Engagement Strategy that will guide how we inform, consult, involve, and collaborate with audiences and stakeholders throughout the planning process.

Our team will develop a Communication and Engagement Strategy that:

- describes our approach to engagement;
- establishes communication and engagement objectives;
- crafts key messages that will be conveyed most often over the project;
- lists audiences and stakeholder groups;
- addresses how Lil'wat Nation will be engaged;
- includes an Inclusion Plan;
- outlines the methods to be employed for each phase of the project; and
- identifies measures of success.

TASKS INCLUDE:

Complete

- ▶ Develop a Communication and Engagement Strategy

DELIVERABLES:

- ▶ Communication and Engagement Strategy

1.1.6 Attend An Introductory Meeting with Village Council (Virtual Meeting)

We will attend a regular council meeting to introduce our team and Communication and Engagement Strategy. This virtual meeting will be timed to meet with the existing Council before the fall election.

DELIVERABLES:

- ▶ Council Presentation

1.1.7 Attend An Introductory Meeting with OCP Review Committee (Virtual Meeting)

We will attend a regularly scheduled meeting with the OCP Review Committee to introduce ourselves and meet the committee members. This will be a useful meeting to discuss ways the committee can contribute to the process and learn more about what issues are important to the community.

DELIVERABLES:

- ▶ Attendance at regularly scheduled OCP Review Committee meeting

1.2 Plan Audit: Technical Review and Issues Identification

1.2.1 Prepare Base Mapping

We will collaborate with your GIS team to build base maps that will provide the foundation of our future mapping work. We will gather data from provincial, regional, and municipal sources as well as third-party utility providers to develop a comprehensive base map.

TASKS INCLUDE:

- ▶ Gather data from various sources to develop base mapping for the project

1.2.2 Review Relevant Plans and Policy Documents

In this task, our team will build on our existing knowledge of Pemberton and the region and deepen our familiarity with relevant reports, plans, bylaws, and regional documents. This review will inform how ongoing community planning initiatives will be integrated into the revised OCP and include policies and plans from neighbouring jurisdictions that have the potential to influence the OCP.

TASKS INCLUDE:

- ▶ Review of other documents provided by Village staff

1.2.3 Review Existing OCP And Conduct A Gap Analysis

Next, our team will review the current OCP and identify key findings, implementation measures, opportunities, and challenges. We will also identify gaps and items that may no longer be relevant to Pemberton's current context. Findings relevant to the OCP Review will be organized by focus area to set the stage for the update. This task will identify all required OCP map updates required to implement the revised Plan and incorporate any mapping from the technical studies.

TASKS INCLUDE:

- ▶ Gap analysis of the existing OCP to identify areas that need improvement

DELIVERABLE:

- ▶ Technical Memo: OCP Review and Gap Analysis

1.2.4 Review Implementation Scorecard

Our team will review the OCP Implementation Scorecard to determine action items that need to be addressed in the new Official Community Plan.

TASKS INCLUDE:

- ▶ A thorough review of the existing Implementation Scorecard

1.2.5 Draft Technical Review Memo (OCP Review, Gap Analysis, Background Material Review)

This final component of the Background Review will involve completing a technical analysis that may include summarizing each of the OCP focus areas, including climate change and environment analysis, land economic analysis, municipal infrastructure, and local and regional housing needs. We will rely on critical inputs from our team of specialists in asset management, community services, climate change, environment, and infrastructure, to analyze, and synthesize.

TASKS INCLUDE:

- ▶ Technical Review report with key issues identified

DELIVERABLES:

- ▶ Technical Memo: Planning framework and policy analyses

1.2.6 Present Key Findings To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Technical Background Memo with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with staff

DELIVERABLES:

- ▶ Presentation to Village Staff

1.2.7 Present Key Findings To OCP Committee (Virtual Meeting)

This presentation is intended to review key components of the Background Review and OCP Gap Analysis with the OCP Review Committee and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual or in-person meeting with OCP Review Committee

DELIVERABLES:

- ▶ Presentation to the OCP Review Committee

1.2.8 Present Key Findings To Council (Virtual Meeting)

This presentation is intended to review key components of the Background Review and OCP Gap Analysis with Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual or in-person meeting with Council

DELIVERABLES:

- ▶ Presentation to Council

1.3 Community and Stakeholder Engagement

Our planners and engagement specialists are enthusiastic about creating innovative strategies to enhance the engagement experience in ways that best fit the community's needs and comfort levels. We will work with Village staff to ensure that engagement activities meet provincial health guidelines and be adaptive and proactive with respect to changing circumstances. A detailed summary of our approach is outlined in the accompanying **Communication and Engagement Strategy**.

The Communication and Engagement Strategy identifies the following:

- methods of engagement to be used during Phase 1;
- a description of the methods identified;
- specifies the level of engagement (as per the IAP2 Spectrum of Engagement);
- notes the timing and materials required; and
- assigns roles and responsibilities for the consultant team and Village Staff.

The following is an illustration of how the Communication and Engagement Strategy is structured:

Table 1: ENGAGEMENT PHASES & TOOLS

Phase 1: August 2022 - June 2023					
Method	Description	Engagement Level	Timing	Materials Required	Roles/Responsibilities
Indigenous Collaboration	VOP Council to send a formal letter to Lil'wat Nation inviting them to participate in the OCP Review Process.	TBD	October 2022	Letter	VOP to engage Lil'wat Nation on a government-to-government basis
Council Presentation	USL to introduce themselves, describe approach and methodology, and provide an overview of the C & E Strategy	Inform	October 4, 2022	Slide Deck	USL to draft slide deck and make presentation
OCP Review Committee	USL to participate in two (2) meetings per phase	Inform Consult Involve	October 25, 2022	Slide Deck	USL to present Work Plan and Communication & Engagement Strategy

The Strategy recognizes that collaboration with Lil'wat Nation and the OCP Review Committee will be ongoing throughout the planning process.

1.4 First Draft OCP

VISION, GUIDING PRINCIPLES, GOALS AND OBJECTIVES

1.4.1 Draft OCP Vision, Guiding Principles, Goals And Objectives

Our team will use information gathered from previous tasks to develop the Draft OCP. This will involve the synthesis of all technical components, mapping, and community engagement to inform the development of the new OCP content, policies, and materials. These updates will be in accordance with the detailed approach outlined in the methodology section.

Importantly, this task will also ensure that all required OCP maps are updated appropriately and enhanced to provide exceptional clarity and accuracy. Our team of certified GIS professionals has extensive experience producing first-class maps for communities that are comprehensive, legible, and accurate.

Finally, we will work with the Village of Pemberton staff to undertake any necessary updates to the final graphic structure and format to meet the Village's requirements and ensure that the final Plan is user-friendly and graphically appealing.

TASKS INCLUDE:

- ▶ Prepare a draft community vision and guiding principles informed by findings from the technical review of existing OCP, public and stakeholder engagement, and evaluation of community values
- ▶ Formulate preliminary goals and objectives

DELIVERABLES:

- ▶ First Draft of the following key OCP elements:
 - Vision
 - Guiding Principles
 - Goals and Objectives

1.4.2 Present Draft OCP To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Draft OCP with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with staff

DELIVERABLES:

- ▶ Present First Draft to staff

1.4.3 Present Draft OCP To Council and OCP Review Committee (Virtual Meeting)

This presentation is intended to review key components of the Draft OCP with the OCP Review Committee and Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ Virtual meeting with Council and OCP Review Committee

DELIVERABLES:

- ▶ Present First Draft to Council and OCP Review Committee

2.0 PHASE 2: DRAFT POLICIES, STRATEGIES & ACTIONS

JUNE 2023 – JANUARY 2024

2.1 Growth Forecasts

2.1.1 Develop Growth Projections (5-And-10-Year Time Horizons) For Population, Housing Units, And Jobs

In this task, we will prepare growth projections that will inform future decision-making and determine the community priorities over the next five and ten years. We understand that Pemberton is experiencing significant population increase, and we anticipate that this trend will continue. We will use historical census data to forecast future population growth. The anticipated population increase will impact the housing and employment forecasts as well, and we will develop these projections as well.

TASKS INCLUDE:

- ▶ Develop population projections for 5-and-10-year horizons
- ▶ Prepare a housing forecast
- ▶ Develop employment projections

DELIVERABLES:

- ▶ 5-and-10-year growth forecasts

2.1.2 Draft Growth Projections Technical Memo

This Technical Memo will be a summary of population, housing, and employment forecasts for the 5- and 10-year horizons. We will distribute the document to the Village Staff to offer an opportunity to review the projections.

DELIVERABLES:

- ▶ Draft Growth Projections Technical Memo

2.2 Communication and Engagement

The Communication and Engagement Strategy identifies the following:

- methods of engagement to be used during Phase 2;
- a description of the methods identified;
- specifies the level of engagement (as per the IAP2 Spectrum of Engagement);
- notes the timing and materials required; and
- assigns roles and responsibilities for the consultant team and Village Staff.

2.3 Develop Community Map

We will prepare a Community Map that is informed by audiences, stakeholders, and members of the public. Our Communication and Engagement Strategy includes Kitchen Table Discussions and a Community Open House in Phase 1. Both engagement methods will include a community mapping exercise that will ask participants to identify places that are significant to them and the community as well as pathways (both formal and informal) they use to travel around the village. Participants will be asked to mark-up maps with a variety of features to inform development of a consolidated map created entirely by the community.

TASKS INCLUDE:

- ▶ Preparing a Community Map

DELIVERABLE:

- ▶ Draft Community Map

2.4 Second Draft OCP - Policies, Strategies, And Actions

After the second round of public engagement, we will refine the Draft OCP and develop comprehensive recommendations encompassing the draft Vision, Guiding Principles, Goals, and Objectives. We will thoroughly analyze the existing land use regulations and zoning to determine potential opportunities for more optimal land use. The refined Draft will contain updated maps and monitoring indicators which will ensure a realistic re-evaluation of the Plan.

TASKS INCLUDE:

- ▶ Review OCP Plan Audit results and technical deliverables

DELIVERABLES:

- ▶ Submit a refined Draft OCP that contains:
- ▶ Vision, Guiding Principles, Goals, and Objective

2.4.1 Review Land Use Designations

In this task, we will review and refine the draft land use designations based on the OCP Plan Audit results, feedback from the previous round of engagement, and technical review.

TASKS INCLUDE:

- ▶ Conduct an analysis of existing land use designations and highlight potential revisions

DELIVERABLE:

- ▶ Draft Land Use Designations

2.4.2 Draft Policies, Strategies, And Actions

In this task, we will start preparing refined policies, strategies, and actions that will be an integral part of the revised draft OCP.

TASKS INCLUDE:

- ▶ Develop draft recommendations (actions, strategies, and policies) based on findings from the technical review and public consultation

DELIVERABLE:

- ▶ Draft Policies, Strategies, and Actions

2.4.3 Analyze Development Permit Areas And Guidelines

We will analyze the Development Permit Areas and their guidelines and revise them to accommodate Village works completed since the previous OCP (Hillside Development Design Guidelines, Downtown Enhancement, and Agriculture Parks, etc.).

TASKS INCLUDE:

- ▶ Analyze and refine the Development Permit Areas and DPA guidelines

DELIVERABLES:

- ▶ Draft Development Permit Areas and the accompanying guidelines

2.4.4 Consider Development Approval Information Areas

We will identify circumstances where development approval information may be required. We will designate areas where development approval information is required if we determine it is necessary.

TASKS INCLUDE:

- ▶ Consider Development Approval Information Areas

DELIVERABLES:

- ▶ Draft Development Approval Information Area guidelines
- ▶ Map areas where Development Approval Information should be required

2.4.5 Refine OCP Maps

In this task, we will revise and refine the OCP maps based on the information we gather from the technical review, the first round of public engagement, and development trends.

TASKS INCLUDE:

- ▶ Update OCP maps based on new information from the technical review, consultation, and development trends

DELIVERABLES:

- ▶ Draft OCP maps including, but not limited to, Land Use Designations, Development Permit Areas, and environmental and land constraints

2.4.6 Develop Implementation Framework And Monitoring Indicators

We will work alongside Village staff to create a framework for implementing the policies and initiatives outlined in the OCP. This process is critical to ensuring that the final document is actionable by Council and staff moving forward. The implementation section will outline key actions that staff, and Council can take, including timelines, the entity responsible for each item and potential partnerships.

TASKS INCLUDE:

- ▶ Identify implementation actions, responsible entities, and partnerships.
- ▶ Develop monitoring policies that will assist staff in monitoring the implementation and success of the Plan over the next 10 years.

DELIVERABLES:

- ▶ Implementation strategy
- ▶ Draft monitoring indicators developed through consultation with staff

2.4.7 Present Second Draft OCP To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Second Draft OCP with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with staff

DELIVERABLES:

- ▶ Present Second Draft to staff

2.4.8 Present Second Draft OCP To OCP Review Committee (Virtual Meeting)

This presentation is intended to review key components of the Second Draft OCP with the OCP Review Committee and Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with OCP Review Committee and Council

DELIVERABLES:

- ▶ Present Second Draft to OCP Review Committee and Pemberton Council

3.0 PHASE 3: FINAL OCP

JANUARY 2024 – APRIL 2024

3.1 Communication And Engagement

The Communication and Engagement Strategy identifies the following:

- methods of engagement to be used during Phase 3;
- a description of the methods identified;
- specifies the level of engagement (as per the IAP2 Spectrum of Engagement);
- notes the timing and materials required; and
- assigns roles and responsibilities for the consultant team and Village Staff.

3.2 Final OCP Revisions

3.2.1 Finalize OCP

This Phase of the OCP Review and Update will seek to consolidate and finalize the new OCP. During this phase, our team will incorporate all updated graphics, maps, and schedules into one document and support the OCP approval process, including the legislative process for Council to consider the new Draft OCP. Our team will assist staff with the OCP adoption process with Council. We will also provide staff with high-level advice on the Council report and final approvals under the key assumption that Pemberton staff will lead the formal approval process with Council and receive and consider revisions based on referral comments.

Our team will provide a presentation to Pemberton Council for First Reading. We anticipate that we will include an accompanying Staff Report recommending the adoption of the OCP. During the Council presentation, our team will provide an overview of the planning process to date and provide a comprehensive review of key policies, tools, guidelines, and mapping that compose the Draft OCP.

TASKS INCLUDE:

- ▶ Incorporate final revisions following public engagement feedback
- ▶ Prepare Draft OCP for final presentation

DELIVERABLE:

- ▶ Final Draft OCP and maps

3.2.2 Prepare Technical Memo Demonstrating How OCP Meets Legislative Requirements

This memorandum is intended to provide information on how the new OCP meets the legislative requirements to be enacted. This is to ensure that the Final OCP is aligned with existing regional and provincial regulations.

TASKS INCLUDE:

- ▶ Prepare a Technical Memorandum to demonstrate how the OCP meets the legislative requirements

DELIVERABLE:

- ▶ A Technical Memorandum demonstrating the alignment of the OCP with the legislative requirements

3.2.3 Present Final OCP To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Final OCP with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with staff

DELIVERABLES:

- ▶ Present Final OCP to staff

3.2.4 Present Final OCP To OCO Committee (Virtual Meeting)

This presentation is intended to review key components of the Final OCP with the OCP Review Committee and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with OCP Review Committee

DELIVERABLES:

- ▶ Present Final OCP to OCP Review Committee

3.2.5 Present Final OCP To Village Council (In Person)

This presentation is intended to review key components of the Final OCP with Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual presentation to Council

DELIVERABLES:

- ▶ Present Final OCP to Pemberton Council



APPENDIX 1

PROJECT SCHEDULE

PEMBERTON OFFICAL COMMUNITY PLAN SCHEDULE		2022		2023				2024	
Phase 1: June 2022 - June 2023		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
A. Project Initiation									
	Project Start-up Meeting with Village Staff								
	Meet with Village Staff to discuss Communications and Engagement								
	Conduct a comprehensive site tour of the community								
	Prepare a Detailed Work Plan and Project Schedule - Deliverable #1								
	Prepare a Communications and Engagement Strategy - Deliverable #2								
	Attend introductory meeting with Village Council								
	Attend introductory meeting with OCP Committee								
B. Plan Audit: Technical Review and Issues Identification									
	Prepare base mapping								
	Review relevant plans and policy documents								
	Review existing OCP and conduct gap analysis								
	Review Implementation Scorecard								
	Draft Technical Review Memo - Deliverable #3								
	Present key findings to Village staff								
	Present key findings to OCP Committee								
	Present key findings to Council								
C. Community and Stakeholder Consultation									
	Indigenous Collaboration								
	Prepare communication materials								
	Prepare backgrounders								
	Design Kitchen Table Discussion Materials								
	Design Community Mapping Exercise and Materials								
	Kitchen Table Discussions								
	Review and theme feedback from Kitchen Table Discussions								
	Design and facilitate Community Open House #1								
	Prepare Phase 1 What We Heard Memo - Deliverable #4								
	Present What We Heard Memo to Village staff								
	Participate in OCP Review Committee Meetings								
D. First Draft OCP - Vision, Guiding Principles, Goals and Objectives									
	Draft OCP Vision, Guiding Principles, Goals and Objectives - Deliverable #5								
	Present Draft OCP to Village Staff								
	Present Draft OCP to OCP Committee								
Phase 2: June 2023 - January 2024									
A. Growth Forecasts									
	Develop growth projections								
	Draft Growth Projections Technical Memo - Deliverable #6								
B. Communication and Engagement									
	Indigenous Collaboration								
	Prepare communication materials								
	Prepare a backgrounder								
	Design and facilitate Community Pop-ups over the summer								
	Review and theme feedback from Community Pop-ups								
	Design and facilitate Community Open House #2								
	Prepare Phase 2 What We Heard Memo - Deliverable #7								
	Present What We Heard Memo to Village staff								
	Participate in OCP Review Committee Meetings								
	Develop Community Map - Deliverable #8								
C. Second Draft OCP - Policies, Strategies, and Actions									
	Review Land Use Designations								
	Draft Policies, Strategies, and Actions								
	Analyse Development Permit Areas and guidelines - Deliverable #9								
	Refine OCP Maps - Deliverable #10								
	Develop implementation framework and monitoring indicators - Deliverable #11								
	Present Draft OCP to Village Staff								
	Present Draft OCP to OCP Committee								
Phase 3: January 2023 - April 2024									
A. Communication and Engagement									
	Indigenous Collaboration								
	Prepare communication materials								
	Design and facilitate Community Open House #3								
	Prepare Phase 3 What We Heard Memo - Deliverable #12								
	Present What We Heard Memo to Village staff								
	Present What We Heard Memo to OCP Committee								
	Participate in OCP Review Committee Meetings								
B. Final OCP Revisions									
	Finalize OCP - Deliverable #15								
	Prepare Technical Memo demonstrating how OCP meets legislative requirements - Deliverable #16								
	Present Final OCP to Village Staff								
	Present Final OCP to OCP Committee								
	Present Final OCP to Village Council								
Phase 4: April 2024 - June 2024									
	Bylaw and Approval Process								

Date: Tuesday, October 4, 2022
To: Elizabeth Tracy, Chief Administrative Officer
From: Jeanette Einarson, Senior Accountant Supervisor
Subject: TD VISA Borrowing Resolution

PURPOSE

The purpose of this report is to seek Council's approval for updating TD VISA Corporate credit cards for the Chief Administrative Officer and managers.

BACKGROUND

Due to change in staff which includes the hiring of the new Chief Administrative Officer and Fire Chief the TD VISA Cards require updating and borrowing limited increased for managers.

DISCUSSION & COMMENTS

The Village would like to add the Chief Administrative Officer to the corporate TD VISA credit card and update credit limits for the Mangers of Operations and Fire Chief.

1 – Chief Administrative Officer	\$20,000.00
1- Manager of Corporate & Legislation	\$10,000.00
1 – Manager, Projects & Operations	\$10,000.00
1- Manager of Finance	\$10,000.00
1 – Manager of Development Services	\$5,000.00
1 – Manager of Recreation Services	\$5,000.00
1 – Fire Chief	<u>\$10,000.00</u>
	\$70,000.00

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing,

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required

COMMUNITY CLIMATE ACTION PLAN

This matter is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

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

RECOMMENDATIONS

THAT Council of the Village of Pemberton authorizes staff to update the TD VISA Credit Cards with an increased borrowing limit;

AND THAT Council of the Village of Pemberton approve a Borrowing Resolution for securing the changes.

ATTACHMENTS: None

Prepared by:	Jeanette Einarson, Senior Accountant Supervisor
Manager Approval:	
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, October 4, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Tom Csima, Manager, Operations & Projects
Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Village Snow and Ice Removal Policy (PW-004) Amendments and Introduction of the Airport Snow Removal Policy (PW-011)

PURPOSE

The purpose of this report is to seek Council's approval of amendments to the Village of Pemberton Snow and Ice Removal Policy (PW-004) and introduction of the Airport Snow Removal Policy (PW-011).

BACKGROUND

At the Regular Council Meeting No. 1501, held November 5, 2019, Staff brought forward the Village of Pemberton Snow and Ice Removal Policy (PW-004) for amendments which included updating the mapping which identified priority routes. This was done in response to the downtown enhancement project that resulted in adjustments to how Operations approached snow removal in this area.

There is also a need to establish an Airport Snow Removal Policy which is based on the criteria which has been established in the Airport Lease Agreements and by resolution of Council.

DISCUSSION & COMMENTS

Snow and Ice Removal Policy (PW-004):

The updated Snow and Ice Removal Policy is attached as **Appendix A**. This includes the addition of the roads that service the Hillside under Priority Streets by Neighbourhood such as Sunstone Way and the Mackenzie Road to the start of the Forest Service Road and Pebble Creek Drive.

This policy has also been updated to include a clause whereby administrative or housekeeping amendments to the Policy are delegated to the Chief Administrative Officer or their delegate. This amendment is being proposed as through the day-to-day operations there may be times when adjustments must be made quickly to address operational changes. As well, there will be more new roads coming online in the next few years and it will enable staff to identify those roads for inclusion on the priority list as well as adjust as may be required. This clause is not unusual to be added into an operational policy and will reduce administrative work related to preparing reports.

Airport Snow Clearing Policy (PW-011):

In 2021, the Airport Lease Agreement Template was simplified and through that process it was recommended that the snow removal obligations by the Village be separated out into a policy given they are operational in nature.

At the Regular Council Meeting No. 1558, held April 5, 2022, Council rose with report on the following directions:

Moved/Seconded

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

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

CARRIED

As such, the Airport Snow Removal Policy (PW-011) has been prepared aligning with the current lease agreement obligations by the Village and incorporates Council's directions over time and is attached as **Appendix B**.

The Airport Snow Removal Policy sets out that the Village will remove snow from the runway and taxiways on a request basis subject to the availability of resources and equipment and that the Village may clear the runway and taxiways dependent on weather forecast and at the discretion of the Manager of Operations. It should be noted that this operational direction has been in place since 2007.

The Airport Snow Removal Policy further identifies that the Village will prioritize the removal of the Apron Area and Easement Area (identified in green on Schedule "A" of the policy) to ensure access to the Apron is available to facilitate emergency medical evacuations. The East Taxiway Access Road and East Taxiway (identified in yellow on Schedule "A" of the policy) to the hangars will be cleared as a second priority with the runway and other taxiways (identified in grey on Schedule "A") prioritized third subject to the availability of resources and equipment which has been the case since 2007. Snow clearing within lease areas will be the responsibility of each tenant.

At the same meeting noted above, Council also rose with report with direction if leaseholders wished to arrange for snow removal at their own cost. In this regard, the following motion was passed:

Moved/Seconded

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

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

CARRIED

This direction was communicated to the leaseholders on April 29, 2022. At this time, the Village is unaware if the leaseholders are interested in pursuing this option, but it is available to them should they so choose and is reflected in the Policy.

The Airport Snow Removal Policy also includes the delegation of Authority clause in the event that operational or administrative changes need to be made to address new or updated procedures.

The Policy will accompany the lease agreement as an additional schedule. It should be noted that the policy aligns with the obligations set out in the lease agreements.

COMMUNICATIONS

The Snow and Ice Removal Policy will be updated on the Village website if the amendments are approved. The Airport Snow Removal Policy will also be posted on the Village's website Airport Page and provided to all leaseholders.

LEGAL CONSIDERATIONS

The Policies have received legal review and align with our current operational practices.

IMPACT ON BUDGET & STAFFING

The policy review and development were completed in-house. There will be some costs associated with the legal review which can be accommodated.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

COMMUNITY CLIMATE ACTION PLAN

Development of these policies has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One: THAT Village of Pemberton Snow and Ice Removal Policy (PW-004) amendments be approved.

Recommendation Two: THAT Village of Pemberton Airport Snow Removal Policy (PW-011) be approved.

ATTACHMENTS:

Appendix A: Snow and Ice Removal Policy (PW-004)

Appendix B: Airport Snow Removal Policy (PW-011)

Prepared by:	Tom Csimá, Manager of Operations Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Snow and Ice Removal Policy

Department:	Public Works	Policy No.:	PW-004
Sub-department:		Created By:	Jeff Westlake
Approved By:	Council	Amended By:	Tom Csima
Approved Date:		Amendment:	28 September 2022
Meeting No.:		Meeting No.:	1501

POLICY PURPOSE

The effective and efficient provision of snow and ice removal operations is necessary to allow the Village of Pemberton (“Village”) to function under normal winter conditions. A policy is necessary to make a clear statement of the intent of Village snow and ice removal operations and to establish a framework for the priorities within which limited resources will be applied.

REFERENCES

Village of Pemberton Boulevard Maintenance Bylaw No. 713, 2012

Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018

DEFINITIONS

“**CAO**” means the Chief Administrative Officer of the Village;

“**CAO Bylaw**” means the *Chief Administrative Officer Bylaw No. 682, 2011*, as amended or re-enacted from time to time;

“**Council**” means the council of the Village of Pemberton;

“**Manager of Operations**” means the person duly appointed as such from time to time by the CAO in accordance with the CAO Bylaw and includes their designates;

“**Snow Removal**” means to move or push the accumulation of snow or ice from Airport infrastructure using equipment, including, but not limited to, motor graders, wheel loaders, plow trucks, pickup trucks and skid-steer loaders;

“**Village**” means the Village of Pemberton, including the Village acting in its capacity as landlord under the Lease;

POLICY

The intent of snow and ice removal operations is to maintain Village streets, sidewalks and trails in a safe and passable condition. Snow and ice removal services are not intended to eliminate all hazardous conditions on Village streets, sidewalks or trails at all times. They are intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using sidewalks and trails with proper winter footwear.

It is expected that under normal winter conditions, there will be situations when the immediate demand for snow and ice removal services will exceed the available resources. In this event, the Village shall conduct operations according to the following priorities:

Table 1 - General Priorities

First Priority	Second Priority (provide access to:)	Third Priority
<ul style="list-style-type: none"> • Main arterial streets and sidewalks (Table 2) • School access roads and sidewalks • Emergency Services <ul style="list-style-type: none"> - Ambulance - Fire Hall - RCMP • All intersections as required 	<ul style="list-style-type: none"> • Village Core • Post Office • Community Centre • Municipal Offices • Squamish Lillooet Regional District Offices • Residential streets (other) • Sidewalks and pathways • Bus stops 	<ul style="list-style-type: none"> • Remove excessive snow build up in town • Remove excessive snow build up in high traffic areas • Trails

If or when snowfall remains both heavy and continuous causing an ongoing accumulation of snow on the first priority route, snow removal services shall remain directed to first priority routes until the accumulation has been reduced to and remains at an acceptable level according to the policy's procedures.

The following table lists the main arterial and access streets and sidewalks by neighbourhood:

Table 2 - Priority Streets by Neighbourhood

Downtown	Benchlands	Gateway Area	The Glen	Plateau/Hillside	Industrial Park	Other
Prospect	Dogwood	Flint	Harrow	Pemberton Farm Road East	Industrial Way	Airport Rd
Aster	Eagle Drive	Cottonwood	Hemlock to Laurel	Sunstone Way	Timberlane	School Access: Oak(+connecting trail to Alder)
Frontier		Vine	Laurel	Mackenzie Road (Up to Pebble Creek Dr)	Old Mill Rd	Aspen
Camus		Park (Creekside)	Balsam		Artisan	Portage Sidewalk Arbutus sidewalk Arn Canal Trail (east side)

PROCEDURE

Village of Pemberton

The following procedures will be implemented by the Village:

- Snow and ice removal operations will be available on a 24 hour a day basis, 7 days a week during the winter season (November 15 - March 31).
- After regular working hours, the determination of start-up of snow removal operations shall be made by the Manager of Operations or his/her designate.
- Sanding and/or the application of de-icing chemicals shall be undertaken whenever necessary to maintain safe and passable street, sidewalk and trail conditions for properly equipped vehicles and pedestrians in winter footwear.
- Fire hydrant locations will be cleared of accumulated snow following street snow removal.
- The public shall be updated on snow and ice removal operations through advertising, public service announcements, email, and website updates, and press releases at the discretion of the Manager of Operations or his/her designate.

SNOW REMOVAL ON VILLAGE STREETS SHALL BE INITIATED WITHIN THE FOLLOWING GUIDELINES:

Table 3 - Snowfall Accumulation Guidelines

	To be plowed when snowfall accumulation exceeds	Ideal maximum depth of compact snow
Major arterial streets	100mm (4")	50mm (2")
Village core	150mm (6")	Bare pavement if possible
All remaining roads	150mm (6")	50mm (2")
Village maintained sidewalks	100mm (4")	N/A
Village maintained trails	To be plowed during breaks in the storm systems as resources allow.	

Residential, Commercial and Strata Properties

The following procedures are for all residential, commercial and strata property owners:

- Residential and commercial driveways, entrances and sidewalks shall be the responsibility of the owner to be cleared of windrowed snow and ice to the degree that the mobility of vehicular and pedestrian traffic shall not be compromised.
- All above ground structures on Village right-of-ways including utilities, kiosks, gas meters, fences, headwalls and cable boxes must be clearly marked by owners to minimize the chance of

damage by snow operations. The Village is not responsible for damage to structures or landscaping as a result of snow removal.

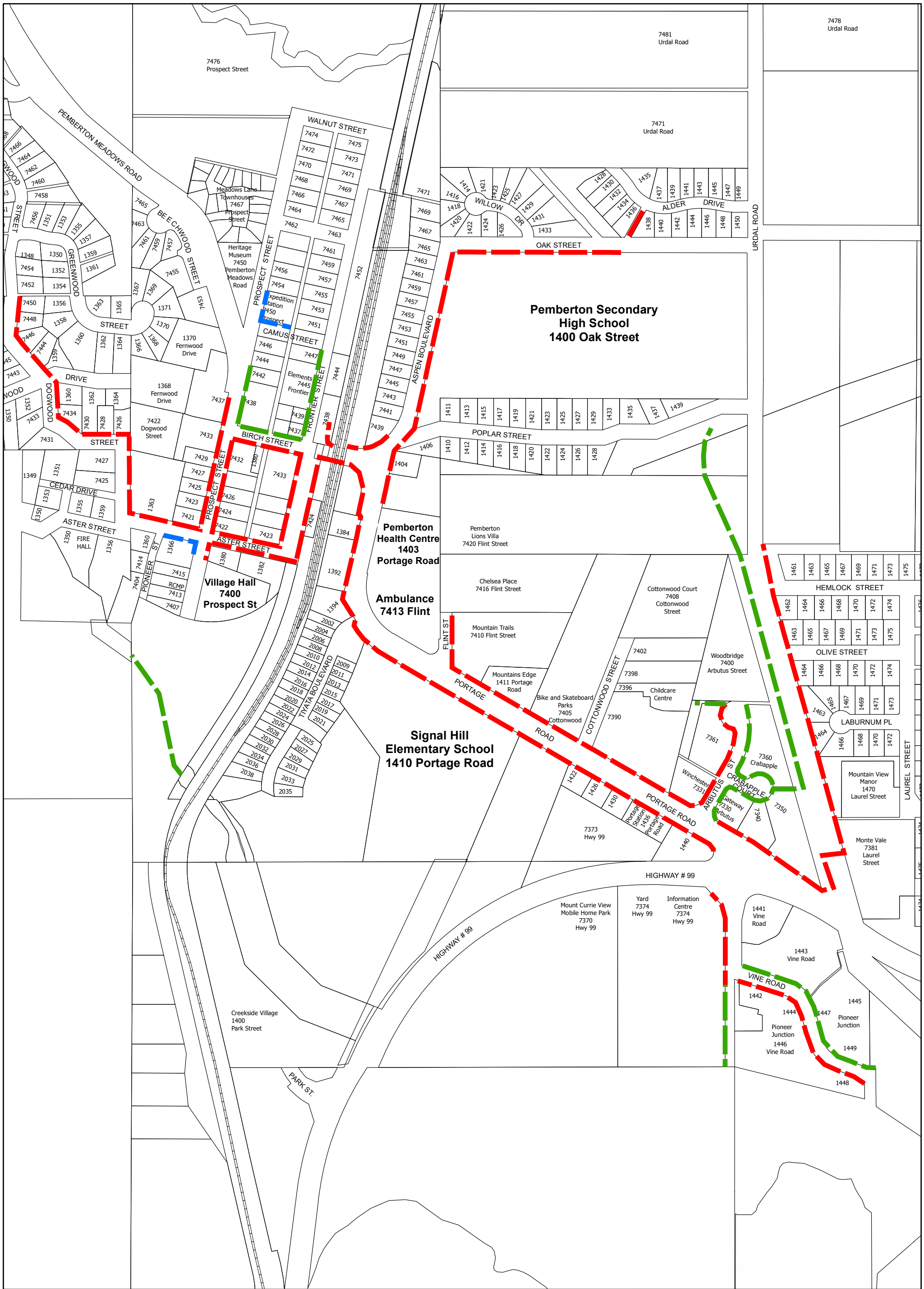
- As per the *Pemberton Parking and Traffic Control Bylaw No. 840, 2018 Section 4.2* – winter parking restrictions are in effect between the hours of 9 pm and 9 am local time inclusive, on Monday through Sunday, from November 15th of each year to March 31st of the succeeding year. When winter parking restrictions are in place persons must not park a vehicle or trailer, or leave any chattel or thing, on the side of the road on which civic addresses are assigned even numbers, except where permitted. If during snow removal operations an illegally parked vehicle is impeding operations, the vehicle will be ticketed and towed immediately at the owner’s expense.
- Snow placed on Village owned or maintained streets, lanes, or sidewalks by private individuals or companies will not be permitted. Non-compliance may result in a ticket being issued pursuant to section 3.1.1. (c) and 3.4.3 of the Boulevard Maintenance Bylaw No. 713, 2012
- Fire hydrant locations within strata properties must be made a priority for any contractors providing snow removal services to maintain Fire Department access.
- The Village will identify, each year prior to the start of the winter season, snow dump areas within the Village boundaries that may be used by both commercial and private property owners to store snow. Commercial and private property owners must contact the Village Office in advance for approval and to be provided the locations as they may change from year to year.

IMPLEMENTATION/COMMUNICATIONS

Proceeding each winter, the Village of Pemberton will advise the public through communications channels reminding the public of their winter obligations for snow removal.

DELEGATION OF AUTHORITY

In accordance with the CAO Bylaw, the CAO or their designate may make administrative or housekeeping amendments to the Policy.

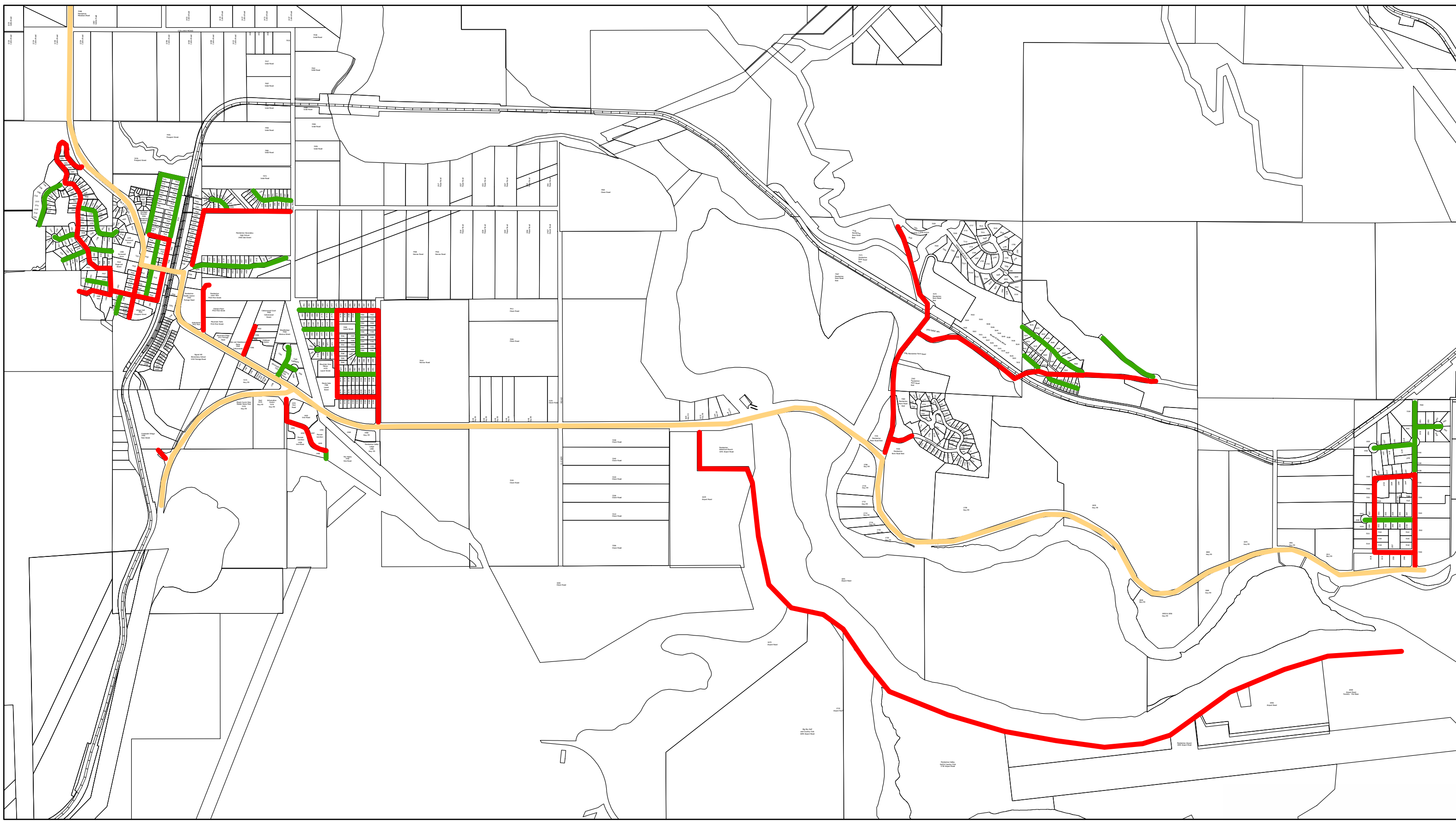


- Legend**
- Sidewalk Plow Routes**
- Priority**
- - - Primary
 - - - Secondary
 - - - Property Owner

Sidewalk Priority Plow Routes



Department: **Public Works** Policy No.: **PW-004**
 Sub-department: _____ Created By: **Jeff Westlake**



Legend

— Primary
 — Secondary
 — MOTI

Road Priority Snow Plow Routes

Department:	Public Works	Policy No.:	PW-004
Sub-department:		Created By:	Jeff Westlake



Airport Snow Removal Policy

Department:	<u>Operations</u>	Policy No.:	<u>PW-011</u>
Sub-department:	<u></u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

POLICY PURPOSE

The purpose of this Policy is to clearly set out the snow and ice removal responsibilities of the Village of Pemberton (the "Village") and the tenant (the "Tenant") at the Pemberton Regional Airport (the "Airport") by ensuring that Snow and Ice Control operations are carried out by the Village or the Tenant in a timely manner in accordance with priorities identified by Council, as identified in the Airport Lease (the "Lease") entered into by the Village and the Tenant.

REFERENCES

Airport Lease Agreement
 Canadian Flight Supplement
 Village of Pemberton Snow and Ice Removal Policy PW-004

DEFINITIONS

"Airport" means the Pemberton Village Airport;

"Airport Road" means the road as identified in the attached Schedule "B";

"Apron Area" means the main apron area which is used for emergency services purposes and helicopters owned by Blackcomb Helicopters, as identified in the attached Schedule "A" as Area "A";

"Canadian Flight Supplement" means the Canadian Flight Supplement published by NAV Canada, as amended or replaced from time to time;

"CAO" means the Chief Administrative Officer of the Village;

"CAO Bylaw" means the *Chief Administrative Officer Bylaw No. 682, 2011*, as amended or re-enacted from time to time;

"Council" means the council of the Village of Pemberton;

"Easement Area" has the same meaning as set out in the Lease;

"East Taxiway" means the East Taxiway at the Airport and includes the East Taxiway Access Road, both of which are identified in the attached Schedule "A" as Area "C";

Department: <u>Operations</u>	Policy No.: <u>PW-011</u>
Sub-department: _____	Created By: <u>Sheena Fraser</u>
Approved By: <u>Council</u>	Amended By: _____
Approved Date: _____	Amendment: _____
Meeting No.: _____	Meeting No.: _____

“**Lease**” means the lease agreement entered into between the Village and the Tenant, as amended or replaced from time to time;

“**Lease Area**” has the same meaning as set out in the Lease;

“**Main Runway**” means the main runway at the Airport as identified in the attached Schedule “A” in grey

“**Manager of Operations**” means the person duly appointed as such from time to time by the CAO in accordance with the CAO Bylaw and includes his or her designates;

“**NOTAM**” means a notice published by Transport Canada (Kamloops Flight Centre) containing information essential to airport personnel;

“**Parking Lot**” means the parking lot as identified in the attached Schedule “A” in green”;

“**Policy PW-004**” means the Village of Pemberton’s Snow and Ice Removal Policy PW-004, amended or replaced from time to time;

“**Snow Removal**” means to move or push the accumulation of snow or ice from Airport infrastructure using equipment, including, but not limited to, motor graders, wheel loaders, plow trucks, pickup trucks and skid-steer loaders;

“**Snow Removal Charges**” has the same meaning as set out in the Lease;

“**Taxiways**” means all runways at the Airport that are not the Main Runway;

“**Tenant**” means the tenant or tenants as identified in the Lease;

“**Village**” means the Village of Pemberton, including the Village acting in its capacity as landlord under the Lease;

“**Village Streets, Sidewalks and Trails**” means those streets, sidewalks and trails as identified in Policy PW-004;

“**Winter**” means November 15 until March 31; and

“**Working Hours**” means 7:30am until 4:00pm on Monday through Friday, excluding any provincial or federal holidays.

Department: <u>Operations</u>	Policy No.: <u>PW-011</u>
Sub-department: _____	Created By: <u>Sheena Fraser</u>
Approved By: <u>Council</u>	Amended By: _____
Approved Date: _____	Amendment: _____
Meeting No.: _____	Meeting No.: _____

POLICY

The Village provides Snow Removal at the Airport during the Winter as noted in the Canadian Flight Supplement, this Policy, and as established by resolution of Council.

It is the responsibility of the Village to conduct Snow Removal on the Main Runway, Apron Area, East Taxiway, Taxiways, Parking Lot and Easement Area. The Village is not required to provide Snow Removal outside the Main Runway, Apron Area, East Taxiway, Taxiways, Parking Lot and Easement Area.

It is expected that during Winter, there will be situations when the immediate demand for Snow Removal will exceed the Village’s available resources. In this event, Snow Removal at the Airport, other than the Airport Road, will commence once Village Streets, Sidewalks and Trails have been adequately cleared based on the priorities set out in the Policy PW004.

Snow Removal is not intended to eliminate all hazardous conditions at the Airport at all times. When time and resources permit, Snow Removal at the Airport will be conducted according to the following priorities:

Table 1 – General Priorities

First Priority	Second Priority	Third Priority
<ul style="list-style-type: none"> • Apron Area • Easement Area 	<ul style="list-style-type: none"> • East Taxiway • Parking Lot 	<ul style="list-style-type: none"> • Main Runway • Taxiways

The Apron Area receives first priority as the Apron Area assists in facilitating medical evacuations.

Runway and Taxiways:

Snow Removal of the Main Runway and Taxiways is on a request basis and subject to the availability of resources and equipment. If the weather forecast indicates a dry clear period of a minimum of two weeks, then the Village may decide to clear the Main Runway and Taxiways at the discretion of the Manager of Operations.

Snow Removal within Lease Areas:

Snow Removal within the Lease Area is the sole responsibility of the Tenant.

Department: <u>Operations</u>	Policy No.: <u>PW-011</u>
Sub-department: _____	Created By: <u>Sheena Fraser</u>
Approved By: <u>Council</u>	Amended By: _____
Approved Date: _____	Amendment: _____
Meeting No.: _____	Meeting No.: _____

Snow Removal outside the Lease Areas:

As established by Council, the Village retains exclusive authority to provide Snow Removal services at the Airport outside the Lease Area. The Tenant may request permission from the Village to allow the Tenant to clear snow from any portion of the Airport outside the Lease Area, and the Village shall not unreasonably refuse such a request, provided that all of the following criteria are met:

- (i) the Tenant provides a plow vehicle and proof of insurance covering such work and vehicle that is acceptable to the Village;
- (ii) the Tenant does not commence such work until:
 - A. a NOTAM covering the work has been issued by the Village; or
 - B. the Village has advised in writing that a NOTAM is not required;
- (iii) the Tenant agrees to comply with all reasonable requirements of the Village and all terms and conditions of any applicable NOTAM;
- (iv) the Tenant agrees to be fully responsible for all costs and any damage it causes in such operations.

No other Snow Removal shall be performed at the Airport outside the Lease Area by anyone other than the Village unless the Village expressly approves such activities in advance in writing. The Village’s approval may be contingent on additional conditions as the Village deems advisable, including but not limited to payment of Snow Removal Charges.

Request for Snow Removal at the Runway:

Tenants at the airport may request a maximum of two Snow Removal operations per year but the Village is not obligated to accept these requests.

A Tenant may request to have the Main Runway cleared at the Tenant’s cost, including payment of Snow Removal Charges. The Village will accept a request by the Tenant and provide Snow Removal to the Main Runway if the Village determines, in its sole and unfettered discretion, that it has adequate resources to provide the Snow Removal.

Department:	<u>Operations</u>	Policy No.:	<u>PW-011</u>
Sub-department:	<u></u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

PROCEDURE

The following procedures will be implemented by the Village:

- Areas will be cleared of snow and ice based on their priority, as outlined in Table 1.
- Sanding or the application of de-icing chemicals may be used on the East Taxiway Access Road and Airport Parking Lot whenever the Manager of Operations deems necessary to maintain safe and passable conditions for properly equipped vehicles and pedestrians in winter footwear.
- Sanding or the application of de-icing chemicals shall not be undertaken on the Runway, Taxiways or Apron to ensure that no loose materials are present in areas where aircraft operate for safety reasons.

DELEGATION OF AUTHORITY

In accordance with the CAO Bylaw, the CAO or their designate may make administrative or housekeeping amendments to the Policy.

Department:	<u>Operations</u>	Policy No.:	<u>PW-011</u>
Sub-department:	<u></u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

SCHEDULE "A"

Airport Snow Removal Areas



Airport Road Snow Removal Policy PW-011



Legend

- First Priority
- Second Priority
- Third Priority
- Airport Road (Reference PW-004)

Created By: MM

Date: Tuesday, October 4, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Mark Barsevskis, RPP, MCIP Consulting Planner
Scott McRae Manager, Development Services

Subject: Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 – Public Hearing Summary Report and Consideration of Third Reading

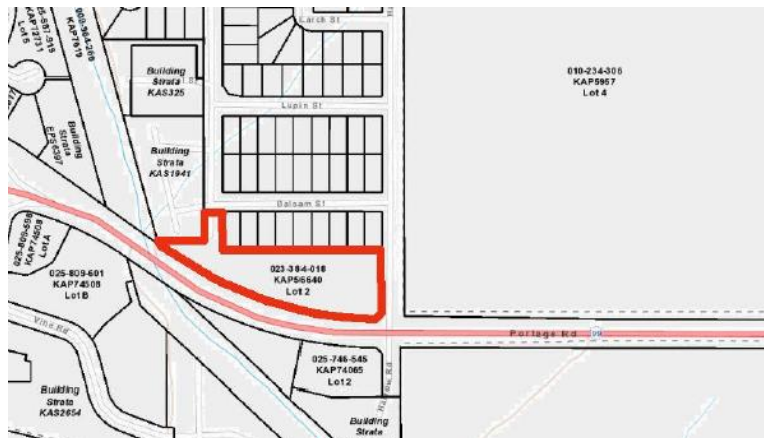
PURPOSE

The purpose of this report is to provide Council, pursuant to section 465(5) of the *Local Government Act*, a summary of the verbal and written submissions made during the Public Hearing held for Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 and seek Council’s consideration of Third Reading.

The amending bylaw has been prepared for Council’s consideration in response to an application by Sea to Sky Community Services to change the zoning of the subject lands from Commercial Tourism (C-2) to Comprehensive Development Zone 6 (SSCS Harrow Rd Affordable Housing).

BACKGROUND

In March 2022, the Village of Pemberton received an application for a Zoning Bylaw amendment (OR136) and an application for a Development Permit (DP93) from Sea to Sky Community Services (SSCS) to permit the development of a mixed-use affordable housing building, located at Lot 2 District Lot 203 Lillooet District Plan KAP5640 as identified below:



At Regular Council Meeting No. 1566, held Tuesday, August 30th, Council considered First and Second Readings of Zoning Bylaw Amendment (Comprehensive Development Zone 6 – SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022, and passed the following resolutions:

THAT Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given first and second readings.

THAT Council sets Monday, September 19, 2022 at 6:30 p.m. as the date and time of the Public Hearing for Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 to be held in Village of Pemberton Council Chambers or in accordance with the Village's digital meeting policy.

THAT the following obligations be completed as prerequisites to adoption of Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022:

- i. that the Applicant prepare and submit in a registrable form the discharge of Restrictive Covenant 24620;*
- ii. that the Applicant prepare a revised Flood Hazard Management Study to establish the Flood Construction Elevation (FCL) and any necessary flood mitigation measures, and prepare and submit an amended Flood Hazard Restrictive Covenant in a registerable form to the satisfaction of the Village;*
- iii. that the Owner prepare and submit to the satisfaction of the Village a new Statutory Right of Way and accompanying survey plan for the Village's pump station infrastructure; and*
- iv. That the Owner enter into a Housing Agreement, by bylaw pursuant to section 483 of the Local Government Act.*

As noted above, the Public Hearing was initially scheduled for Monday, September 19th, 2022; however due to that date being declared a National Day of Mourning to recognize the passing of Queen Elizabeth II the Public Hearing was moved to Tuesday, September 27, 2022, at 6:30pm.

At the Public Hearing held on September 27, 2022, Council received a report from Staff summarizing the application. To view the public hearing agenda package that includes the Staff report click on the following link: <https://www.pemberton.ca/public/download/files/217274>

PUBLIC HEARING SUMMARY

The Public Hearing, held on Tuesday, September 27, 2022, was conducted as a hybrid style meeting to allow residents to attend via ZOOM webinar or in-person at Council Chambers, located at the Village Office. A total of 55 people attended via electronic means with 20 attending in-person.

There were twenty-nine (29) written submissions received with twenty-one (21) in favour of the zoning amendment and eight (8) opposed. Five (5) verbal submissions were made by the public in favour of the proposed bylaw, eight (8) submissions in opposition with one (1) submission undeclared.

Those attending who spoke in support of the zoning amendment cited how the project will provide much needed affordable housing for Pemberton, provide options for family members relocating to Pemberton to be close to family, the benefit of funding being provided by the province, the value of the services offered by Sea to Sky Community Services (SSCS) while not perfect the location is suitable and is the only option for a project of this type, and opportunity for a permanent home for SSCS as a few of the reasons this zoning amendment is supported.

Those who spoke in opposition to the zoning amendment noted concerns about the height of building, importance of adhering to the original vision of Pemberton, aesthetics of a building of this size in the proposed location, traffic concerns, flood and stormwater issues, the location, view scape disruptions and the impacts on the neighbouring community in general.

A copy of the Public Hearing minutes including all submissions received are attached as **Appendix A**.

DISCUSSION & COMMENTS

Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 is being presented to Council for consideration of Third Reading and is attached as **Appendix B**.

COMMUNICATIONS

A public hearing was scheduled and held on Tuesday, September 27, 2022, at 6:30pm to receive public input.

LEGAL CONSIDERATIONS

If Council gives third reading of Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022, Staff will refer the bylaw to the Ministry of Transportation and Infrastructure for their approval.

The processing of a Zoning Amendment application is regulated by various sections contained in the *Local Government Act* – Part 26 and by the Village's Development Procedures Bylaw 725, 2013, as amended from time to time.

IMPACT ON BUDGET & STAFFING

Staff time is covered by the application fees and recoverable from the applicant in accordance with the Village of Pemberton's Fees and Charges Bylaw 905, 2021. Consulting fees are cost recoverable in accordance with the same bylaw.

This project is eligible for fee waiver in accordance with the above bylaw and the Village's Fee Waiver for Eligible Developments Policy. The Village has received a formal request for fee waiver from the applicant which will come forward at a future meeting.

INTERDEPARTMENTAL IMPACT & APPROVAL

No interdepartmental impact or approvals required respecting the processing of this application as it is a function of the Development Services Department.

COMMUNITY CLIMATE ACTION PLAN

This zoning bylaw amendment has no impact on the Community Climate Action Plan (CCAP) strategies, however, if the zoning amendment application is approved then the next step in the land development process is the Major Development Permit application which will have an impact on the CCAP strategies.

- *Shift Beyond the Car*
 - *The proposed application will have a multi-use trail through the site. This is to be completed at the Major Development Permit stage after a rezoning is granted.*
- *Step Up New Buildings*
 - *The proposed application will have a building that meets BC Energy Step Code 4 standards. This is to be completed at the Major Development Permit stage after a rezoning is granted.*

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This item is not anticipated to have a significant impact on the wider region.

ALTERNATIVE OPTIONS

Option One:

THAT Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given Third Reading.

Option Two:

THAT Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be refused.

Refusing a zoning amendment is always a prerogative of Council, but in this circumstance, Staff support the amendment.

Option Three:

THAT Council request more information regarding Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022

RECOMMENDATIONS

Recommendation One: **THAT** the Public Hearing meeting minutes be received.

Recommendation Two: **THAT** Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given Third Reading

ATTACHMENTS:

Appendix A: September 27, 2022 - Public Hearing minutes and submissions

Appendix B: Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022

Submitted by:	Mark Barsevskis, Consulting Planner
Manager Approval:	Scott McRae, Manager, Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**VILLAGE OF PEMBERTON
-PUBLIC HEARING MINUTES--**

Date: Tuesday, September 27, 2022, 6:30 pm
 Location: Council Chambers & Zoom Webinar
 7400 Prospect Street

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

STAFF: Elizabeth Tracy, Chief Administrative Officer
 Sheena Fraser, Manager of Corporate & Legislative Services
 Gwendolyn Kennedy, Legislative Assistant
 Renée St-Aubin, Receptionist
 Mark Barsevskis, Consulting Planner
 Scott McRae, Manager of Development Services

PUBLIC: 55 in attendance via Zoom
 20 in attendance in Council Chambers

MEDIA: 1

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

1. OPENING STATEMENTS

Mayor Richman opened the public hearing for Zoning Amendment (Comprehensive Development Zone 6 - Sea to Sky Community Services Harrow Road Affordable Housing) Bylaw No. 936, 2022 at 6:32pm.

2. Presentation of Village of Pemberton Zoning Bylaw No. 832, 2018 Amendment (Comprehensive Development Zone 6 – SCS Harrow Road Affordable Housing) Bylaw No. 936, 2022

Mark Barsevskis, Consulting Planner, presented a summary of the project proposal and Zoning Amendment Bylaw No. 936, 2022.

3. CORRESPONDENCE AND PETITIONS

3.1 Correspondence received before deadline of 12pm on September 21, 2022

Written submissions to the public hearing were received from:

John Adams, Susan Osborne, Lara Parnell, Derek and Judith Walton, Stu Osborne, Ryan Watts, Jenna Markovic, Dr. Janis Shaw, Cathy Goodman, Katherine Flett, Jeannie Boscariol, Ashley Oakes, Sean Easton, Erica Finnsen, Hailey LeBlanc, Marta Tabaka, Sharyl Johnson, Valerie Brooksbank, Richard Megeney, Kailey Morin, Michelle Staehli, Maria McKay, Liz McLoughlin, Bruce Bareham, D. Hasan, Cindy Laflamme, Reshma Raju

The correspondence received prior to the agenda deadline is attached to the public hearing minutes as **Appendix A**.

3.2 Correspondence received after 12pm on September 21

Sheena Fraser, Corporate Officer, presented correspondence received after the agenda deadline of 12:00pm on September 21, 2022. The correspondence is attached to the public hearing minutes as **Appendix B**.

4. PUBLIC COMMENT

Mayor Richman opened the floor to the public at 6:46pm.

Sheena Fraser, Manager of Corporate & Legislative Services, advised those present that as the meeting was being held in a hybrid format, comments would be sought alternately from those attending electronically and those attending in-person to facilitate the transition of electronic participants from the role of attendee to the role of panelist, permitting them to address Council.

4.1 Jaye Russell, project proponent, Sea to Sky Community Services (SSCS), Squamish resident, attending via Zoom, in support of Bylaw No. 936:

- SSCS began searching for a suitable site for the proposed development in 2020. The site selected, although not perfect, is the only one of available sites that is suitable to the project.
- This is a rare opportunity as funding for such a project does not normally include capital for the purchase of land.
- The project is not viable as a four-storey building.
- SSCS is committed to working with the community to ensure that negative impacts to neighbours are minimized.

4.2 Tom Beck, Balsam Street, in person, opposed:

- Emphasized the importance of adhering to original vision of Pemberton.
- Questioned profit margin and unknown financial investors.
- Questioned position that a four-storey building would not be a viable alternative.

4.3 Derek Walton, Balsam Street, in person, opposed:

- The five-storey building will obliterate views from Balsam Street homes.
- Comprehensive Development Zone 6 is not comprehensive as it does not provide a clear plan for the entire property.
- Would prefer to see a truly comprehensive plan.

4.4 Lisa Pedrini, Tenquille Place, via Zoom, in support:

- There is a need for secure rental housing in Pemberton.
- SSCS provides valuable services to the community and is willing to spearhead this project for the benefit of the community.
- The Village does not own land with development potential.
- This is a rare opportunity as the funding includes the cost of the land. The Village's proposal was one of only fourteen approved from a pool of 75 applicants.
- The site is not perfect but is suitable to the project.
- Ms. Pedrini urged neighbours to consider the benefits the project will bring to those in need of housing.

4.5 Kayla Cameron, Balsam Street, in person, opposed:

- Ms. Cameron was offended by the suggestion that those expressing opposition to the project are acting in self-interest.
- Opposed to the height of the building.
- Supportive of the mixed-use design concept.

4.6 Jill Brooksbank, Olive Street, via Zoom, in support:

- Ms. Brooksbank told a personal story of the challenge of finding accommodation for her mother and expressed support for other families in the same position.
- The proposed site is the only option for this project.

4.7 Fred Young, Park Street, in person, opposed:

- A five- or six-storey building is not what we expect to see in Pemberton and does not match the vision for Pemberton.
- The community will regret it if a six-storey building is allowed to proceed.
- Primary concerns are aesthetic.
- Concur that there is a lack of housing in Pemberton.

4.8 Naomi Brunemeyer, Director, Regional Development, BC Housing, via Zoom, in support:

- Ms. Brunemeyer was responsible for the team that evaluated the funding application for the project. Funding is intended to meet the

needs of a community when the supply of housing cannot keep up with demand.

- The funding provided for this project, that includes capital for purchase of the land, is a rare opportunity.
- The project is entirely non-profit; all funding is provided by BC Housing; and no developers are involved in the project.
- BC Housing is pleased to be working with SSCS as their team is a valued service provider for the community.
- The project will provide a new home for SSCS, allowing them to continue carrying on the valuable work they do in Pemberton.

4.9 Elin Sigurdsson, Harrow Road, in person, opposed:

- Traffic concerns.
- The five-storey building will distract from the beautiful view.
- Sympathy for Balsam Street property owners.
- This is an inappropriate use of the land.

4.10 Susan Osborne, Balsam Street, via Zoom, opposed:

- Pique Newsmagazine published a photo of the wrong parcel of land.
- Artists renderings of the project are not correct.
- Questioned why a four-storey building is not a feasible alternative.
- Traffic concerns.
- Heat island effects.
- Soil and subsidence concerns.
- Flood control, storm water, ground water.

4.11 David MacKenzie, representing the owners of the Pemberton Valley Lodge, 1480 Highway 99, in person, no consensus:

- Pemberton Valley Lodge was restricted to three-storeys despite a request to build to four storeys.
- Fifth storey will increase fire service costs.
- Traffic management concerns.
- Flood mitigation concerns.
- Establishment of a comprehensive development zone not supported.
- Suggest consultation with Lil'wat Nation regarding potential for use of their property located at Highway 99 and Vine Road.

4.12 Niki Vanker, Elmwood Drive, via Zoom, in support:

- Pemberton's high real estate costs create pressure on affordability of housing.
- Pemberton needs diversity of housing options.
- This project represents the first affordable housing proposal supported by a non-profit social services provider.

- Commercial space on the ground floor of the building is a suitable design feature due to lower FCL requirements for commercial space.
- The building will provide a much needed permanent home for SSCS.

4.13 Doris Zurcher, Harrow Road, in person, opposed:

- Conversations with seniors have indicated that lack of assisted living accommodation is the primary reason seniors leave Pemberton.
- The location of the building is not suitable due to traffic on the highway and will not encourage integration of residents into the community.
- Concern regarding the building height and walkability given the location being further from downtown core
- SSCS services are for benefit of the residents of Squamish rather than Pemberton.
- Suggest consideration of rezoning other properties, such as agricultural properties or a property belonging to School District No. 48, that would be more suitable to the project.

4.14 Chadi Abouhalka, 1015 Cedar Grove Road, in person, opposed:

- BC Housing funding could be allocated to a different site.
- Suggest moving ambulance station and fire hall to more strategic locations.
- Suggest consultation with First Nations for use of their empty lot or negotiating with Vancouver Coastal Health for use of their land
- Obstacles to switching location are not insurmountable.

5. CLOSING STATEMENTS

Mayor Richman called three times for further submissions.

On hearing none, Mayor Richman advised that the opportunity for public discussion has ended, and that Council may not hear from or receive correspondence from interested parties relating to these bylaws. The bylaw is now a matter for Council's consideration based upon information received to date.

6. ADJOURNMENT

Mayor Richman adjourned the public hearing for Village of Pemberton Zoning Amendment (Comprehensive Development Zone 6 – SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 at 7:29pm.

Sheena Fraser, Corporate Officer

From: Johnny Adams [REDACTED]
Sent: September 9, 2022 3:41 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow Road Affordable Housing Bylaw 936 2022

Dear Mayor and Council,

As a home owner and enthusiast of our Pemberton lifestyle and community I am very much opposed to this project and zoning change! There is not one other home owner or resident that I know who approves of this project and we would all appreciate not having these projects being pushed on us by people whos agendas do not represent what the vast majority of what Pemberton residents want!

Projects like these will ruin our way of life here and not only reduce property values but reduce the quality of our lives as well- theres a reason people leave the madness of the cities and move to beautiful communities like Pemberton so please do not aid in its destruction by allowing these bylaw changes and misguided intentions.

The people trying to push these projects are guided by emotion, politics and greed - not supported by facts! Anyone who is serious and logical about economics and community planning will understand this and be opposed to these seemingly well intentioned but dangerous and expensive to us tax payers lives!

As leaders of our Pemberton Community it behooves you to support and represent our way of life here and not be swayed by this assault on our town!

Please look at this critically and not be swayed by passionate nonsense which will only take away from our community and create more problems down the road.

Sincerely,
John Adams
pemberton home owner

From: Katherine Flett [REDACTED]
Sent: September 12, 2022 2:02 PM
To: VoP Admin <admin@pemberton.ca>
Cc: jessie.abraham@sscs.ca <jessie.abraham@sscs.ca>
Subject: Letter of Support - Affordable Housing

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,
My name is Kate Flett and I live at [REDACTED] Street in Pemberton. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd.

Many people in this town desperately need this type of development in the community and I support the project for the following reasons:

- **The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.**
- **The deep subsidy units will help the most vulnerable in our community and prevent homelessness.**
- **The eligibility requirements will ensure that units only go to those who are in need of affordable housing.**

- **The project is within walking distance of daily amenities.**
- **The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.**
- **The project is family friendly by including 2 and 3-bedroom units and a play area for kids.**
- **The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.**
- **I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.**
- **I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.**

Thank you for your consideration.
Sincerely,

Katherine (Kate) Flett

From: Susan Osborne [REDACTED]
Sent: September 12, 2022 4:09 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow road project

To Mayor and Council,

I am writing today to object to the height of the Harrow road project. I LOVE most everything else about this proposal. I really want to see Pemberton move forward in creating supportive housing in a way which respects the ambience of the town past, present and future.

The difference of one story affects so much. Yes, it may only be a difference of a few feet, but it affects so many other peripheral aspects to this build. Here are some items of concern:

1. Heat island effect-each extra story absorbs and emits the sun's heat more than natural landscapes. Every extra level is significant. While a 4 level building will need to be built up on higher ground, this ground and plantings will help with cooling.
2. The right to shade in the summer as stated in the OCP guidelines. It will be very difficult to plant trees tall enough to shade 5 stories. The added difficulty here is the substrate on which the building stands(sand, clay and peat). Planting tall trees that will need a lot of water in summer can create subsidence issues for the structure even with fill and compaction. Subsidence damage and insurance costs are on the rise due to increased temperatures in the summer. Trees pull so much moisture from the soil and the resulting void causes the building to sink, usually unevenly. Depending on the trees planted, the subsidence damage can easily extend to neighbouring properties.
3. The population of the extra level pushes the limits for creating enough parking space and snow clearing space.
4. The population of the extra story creates more traffic coming and going through an already busy intersection.
5. The height of the structure affects the night sky for neighbouring homes. The proposal has windows that are higher than the two story homes adjacent to the building. Retaining a dark sky for Pemberton is a goal stated in the current OCP. It will take many years for trees to block the lights and if not chosen wisely, these trees will negatively affect the adjacent homes in themselves.

6. The extra demands of water and sewer needs from the population of the extra level. We are already struggling with water needs in peak seasons.

7. 5 Stories affects many people in the Glen with regards to the right to a certain style of skyline as stated in the OCP. Some of the artist renderings really misrepresent the proposal as it would be in the real world. This skewed view makes the project look more benign than it will be.

8. The concern over structures that need to be on top of the 5 stories. For example; elevator shaft and venting protrusions.

9. 5 stories is a real jolt to the landscape coming from any direction. With regards to the gateway segment of Pemberton, this is in no way a subtle or representative structure of the town.

Please consider each point when coming to a decision that may create a snowball effect for development in this lovely town. We want to welcome people to this wonderful place to share in its beauty and provide a home and security. If new projects like this are not carefully considered at each turn, as is indeed being done, Pemberton may end up not feeling so homely, or beautiful or secure.

Thank you for your consideration,

Susan Osborne

From: lara parnell [REDACTED]
Sent: Monday, September 12, 2022 3:01 PM
To: Sheena Fraser <sfraser@pemberton.ca>; VoP Admin <admin@pemberton.ca>
Subject: 5 story development

To the attention of Mayor and Council,

Hello,

I am writing to express my concern over the proposed height of the new housing development adjacent to the Glen. I feel that a 5 story building is not in keeping with the character of our town and by allowing this development to go ahead, we are setting a precedent for future projects. I am not against this development and understand our need for housing but believe removing a story from this building would fit better into the feel of Pemberton, not to mention the existing neighbourhood of the Glen.

Thank you
Lara Parnell

Sent from my iPhone

Derek & Judith Walton

12 Sept. 2022

██████████ Pemberton

Re: Public Hearing - Harrow Road Affordable Housing – Rezoning Application.

Thoughts and questions for Mayor, Council and Staff:

The “Givens” as we understand them:

- Affordable housing is a serious need in the community.
- Very few viable lots exist within the village, between SLRD lands and the ALR the village has few options to consider. Apparently, the Harrow Road site being the only one where an agreement with the owner could be reached.
- The agreement for the lot purchase expires at yearend! Is there a chance to renegotiate, given the higher interest rates and a slower market? The Provincial funding behind the proposal might well be reassigned to other jurisdictions if approvals are not made in a reasonable time frame. **Hence the rushed process!**
- The Provincial funding is contingent on a certain density, the funds available force the developers to a five-story building to satisfy these constraints.
- In conversation with the Mayor, he was frank and frustrated that his pleas to the Province for expanded public transportation services for the Pemberton/Whistler corridor have fallen on deaf ears – so we are not likely to see any improvement on this for awhile.

The already well documented concerns:

- It's certainly not an ideal site for family or mobility impaired residents, right beside the highway. A significant walk to services with awkward walking routes into the village for kids and the handicapped. Many will opt to walk on the Hwy whatever, and if it's a heavy snow year the Hwy will be the only option due to the lack of priority the walkways get for snow clearing.
- ***Is building density in the flood plain a really good idea?***
- Having the highest building profile in the village - not a pretty site as you enter the village. This also sets a new height precedent for future developments, potentially changing the village ambience into the future.
- The original 3-story zoning would have retained much of our street's views of Mt. Curry, the 5-stories will obliterate them. We would not have bought our property without this view, as did all the neighbours we have spoken to, so this development will negatively impact the enjoyment of our homes and seriously devalue our properties.
- **Infrastructure:**
 - ***Hydrology, can we really be assured that the building footprint will not force flooding waters to push more into the neighbouring developments?***
 - The junction of Hwy-99 and Harrow will be a tight and messy intersection with the new volume complicated by the site access road just a few meters away. Creating access difficulties for both the site users and all the existing Glen residents.

- The parking requirements to service the planned residential and commercial units seems grossly inadequate. ***Will the Glen, particularly Harrow and Balsam Streets, become the overflow parking area for the site?***
- The area on the north side of Hwy-99 and straddling the Arn Canal is already short on Parking. The new townhomes being built on Crabapple St. have limited parking, non of which would appear to easily accommodate a pick-up truck – with good reasons it’s the Pemberton vehicle of choice. We believe that the empty lot on the south side of the Crabapple will become an unofficial parking lot. ***Then what happens when the proposed “Shared- Housing” development for this lot is built, do the residents of both developments start parking on Laurel St. in the Glen?***
- A big question that we first asked back in February was: ***The plan only covers 2/3rds of the lot – what are the plans for the remainder?*** This question has been asked at every forum we have been able to attend. We have never had a straight answer from either SSCS or VOP! Maybe it’s a resource centre, maybe it’s a green space & community garden, maybe it’s a 2nd phase, requiring a new development application.
- The current rezoning application only considers the existing proposed building and it’s associated parking. There is no mention of any future developments, presumably meaning that any future development, such as a phase 2, would require a whole new round of proposals, applications, assessments, etc. It is hard to understand why the Village would take this piecemeal approach. ***Surely the infrastructure issues, in particular, should have been assessed for a complete plan that defines a set of infrastructure parameters within this rezoning, (e.g. the maximum residential density is?)*** Doing this would also appear to be fairer for the SSCS!
So, it appears that the Village is being far too passive in the process, allowing all the “Givens” take president over a well measured planning and development process, simply becoming an approval body to development application.

Summary:

This is clearly a legacy decision for the Village, **does the need for the housing trump the many and serious concerns raised?**

Surly, this decision is better made if VOP became proactive with the rezoning, covering the whole site, providing the usual parameters, usage, size, density etc. We would strongly urge the Planning staff draft such a version for your consideration. Given the serious infrastructure issues around the project it is hard to imagine that the density could be greatly increased with a future phase.

Thank you for your consideration,

Derek & Judith Walton

From: Stu Osborne [REDACTED]
Sent: September 13, 2022 11:55 AM
To: VoP Admin <admin@pemberton.ca>
Subject: SCS Harrow Road building objection

To Mayor and Council,

I am writing to object to the proposed SCS Harrow Road building project. I understand the need for affordable housing and support it in Pemberton however I have issues with the concept, location and design of this proposed site. My concerns and reasoning are as follows:

Building Height

- Building a 5 storey, 63 unit building does not create a welcoming look to Pemberton, towering over any other current property in town it will dominate site lines and is not the best first impression of our village.
- The true height of the proposed building will be more than 52' as presented in artist's renditions, the elevator shaft cap and other roof line parts will extend the height of the building.
- The height of the building will block views of Mount Currie for Glen residents, especially those living on Balsam Street.
- Artists renditions of the building create false visual information to the true height and impact this project will cause. I propose the true visual height of the proposed SCS building be made apparent to Pemberton residents by using actual visual measurements, not via artists' renditions on paper or online. Suspend 4 helium balloons on 52' strings at the exact building site and the real visual measurement impact of the building height will be apparent to all Pemberton residents.

Building Site Rezoning

- Building a 5 storey, 63 unit building will increase traffic and pedestrian density to the area if the amendment is allowed, especially with retail and daycare.
- Amending the zoning bylaw to adopt and proceed with the proposed building opens the door to other build projects being permitted to build to this height in other areas of Pemberton.
- Permitting change to what can take place on the proposed site will allow SCS to operate 2 retail locations within their building. I was told the 2 for profit stores will be in place to help offset the costs of operating the building however 30% of the units will be rented at market rates which are equal or higher than 1 bedroom suite rates I'm aware of being offered in our area. Generating revenue from a non profit building is already in the plans, we do not need other retail locations detracting from current businesses operating in town.
- I have issue with the tax breaks the SCS building contractor will receive and how this lost revenue will affect Pemberton resident tax payers.

Building Parking

- Building a 5 storey, 63 unit building will increase traffic density and push parking into residential streets within the Glen.
- The building contractor is basing parking rates and space allocation for residents not affording or needing a vehicle. Vehicle use surveys presented were taken in urban areas where

operational bus transport is available, this does not exist in Pemberton. Cars will be required for those working and space allocation for others to visit and assist residents in their transport needs.

- Parking space and timing of use is assuming building residents will conform to what other surveys presented. The proposed building applications states residents without vehicles will have access to SSCS transport to assist them getting into town, this does not take into account other vehicles being used to pick up, drop off or stay to visit residents which will require additional parking spaces or drop off areas to do so.
- Pemberton residents expressed desire for a daycare facility to operate on the lower floor of the building if it proceeds, this will require pickup and drop off parking for those transporting their children to and from the site; Current parking plans do not account for the timing or space to do this.

Building Traffic Congestion

- Building a 5 storey, 63 unit building will increase traffic density entering and certainly exiting the Glen.
- SSCS is suggesting there is no need for a MOTI traffic survey for the intersection of Harrow Road and Highway 99 however this intersection can already be challenging in the morning for Glen traffic to exit onto Hwy 99 during peak traffic flows. Adding high density housing and vehicles will increase the challenge of Harrow Road congestion.
- Residents expressed desire for a daycare facility to operate on the lower floor of the building, if this proceeds there will be a further increase in traffic flow in and out of the proposed building site during peak traffic flow times at start and end of the day.
- A proposed trail will run along the edge of Hwy 99 in front of the SSCS building and ends at Harrow Road. There is no safe way to cross Hwy 99 from Harrow to access the Friendship Trail on the other side, a traffic light will be required to assist residents walking and for the vehicle traffic flow in and out of the Glen.

Building Water Displacement

- Building a 5 storey, 63 unit building will increase water displacement in an area already prone to and does flood.
- I am reminding Mayor and Council of the sewage lift station install challenges that occurred on the proposed SSCS building site. The hole for the lift station filled up with ground water which required pumping 24 hours a day and eventually flooded the lot and some yards at the end of Balsam Street. Installing a pipe and storm water run off holding tank along the back of Balsam Street gardens will incur similar issues with when dug down into the proposed site. The pipe trench and holding tank hole depth and water table will become a flooding issue once again and will be even closer to Balsam Street residents yards.
- If the SSCS building amendment is permitted, how will flood water be managed prior to the current proposal to handle it once the building is in place?

Thank you for your consideration of my current issues with the proposed SSCS building plan.

Stu Osborne
[REDACTED] Street

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

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

Form Submission Info

First Name: Ryan

Last Name: Watts

Street Address: [REDACTED] St

PO Box: [REDACTED]

Town/City: Pemberton

Province: BC

Postal Code: V0n2L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: First, I would like to say that I am fully in support an affordable housing project in Pemberton. This project would be a welcome addition to the community if it were created with more respect to the current residents and homeowners.

I would like to re-iterate my opposition to the proposal for the Harrow Road development in its current form. The height of the building and lack of parking will create a significant negative impact on the residents of the Glen.

I read that an independent traffic engineer recommended 51 resident parking spaces for 63 housing units. This is clearly inadequate. The public transit system is too weak to think otherwise.

The rezoning of this lot to allow a 5-story building will create the tallest building in Pemberton, directly impacting current residents. 3 stories would be much more respectful.

I am asking council to please consider a compromise for its current residents before approving this project.

Thank you.

Village of Pemberton

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Jeannie Boscariol and I live at [REDACTED] Brackendale, BC I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

Sincerely,

Jeannie Boscariol

From: Cathy Goodman [REDACTED]
Sent: September 13, 2022 5:49 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow Road Affordable Housing

To Mayor and Council.

I live in [REDACTED] Street just off Harrow Road. I am concerned that the proposed development is being built adjacent to Highway 99 at a point where the speed limit is 80 kph. I was hoping that for the sake of the residents the speed limit could be reduced significantly. This would reduce noise as well as allow cars to pull out safely on to the highway. If the highway is crossed by pedestrians at this point they can join the Valley Loop Trail just behind Pemberton Valley Lodge. The highway widens here as well as traffic being fast and there is a bend in the road towards Pemberton all of which makes crossing the road on foot dangerous, especially with young children. Could a pedestrian bridge be built over the highway or a crossway installed? Obviously a reduction in the speed limit would also help with the problem of getting across the highway.

Yours Faithfully,

Cathy Goodman

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

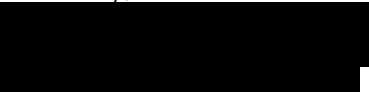
My name is Ashley Oakes and I am the Executive Director of Howe Sound Women's Centre Society. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Each and every day, Howe Sound Women's Centre staff hear from families in desperate need of affordable housing who wish to stay in the community. We have been offering second stage housing in Pemberton for just over 10 years but the housing is only available to families for up to one year. This proposed project would allow for a critical continuum of housing in the community.

Thank you for your consideration,

Sincerely,


Ashley Oakes
Executive Director

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca


Dear Mayor and Council,

My name is Sean Easton and I work for Zero Ceiling Society of Canada. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the sea-to-sky corridor and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

All the best,

Sean Easton (he/his/him) | Co-Executive Director |  | zeroceiling.org

I gratefully and respectfully acknowledge that our workplace, the land now known as Whistler, lies in the unceded territory of the S̓k̓w̓x̓w̓ú7mesh and Líl'wat Nations

From: Erica Finnsson <[REDACTED]>
Sent: September 16, 2022 3:54 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow Road Project - Support

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Erica Finnsson and I live at [REDACTED] Drive. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

Sincerely,

Erica Finnsson

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Hailey LeBlanc and I live at [REDACTED] Street here in Pemberton. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. Having grown up in Pemberton, I never imagined the challenges that face today's community members looking to call Pemberton their home. Our town is a beautiful place to live, however there are fewer and fewer places available with the competitive housing and rental markets. I see many of my friends and family members moving out of town not because they wouldn't like to stay but because there are few affordable options. Pemberton and it's residents need affordable housing developments in the community.

These units will provide housing to Pemberton seniors who have aged out of their existing housing and need an affordable and safe place to live. Several seniors who have lived here for have been forced to sell and move, faced with raising costs of living and the challenges of caring for their yards and houses as they age. However, once their larger house is sold, there are few options for smaller homes that consider accessibility, and currently the Lions Villa has a wait list for their units. We owe it to our seniors to provide options to age within community where their support systems are.

Pemberton is known to be a family friendly community and I can vouch that it is beautiful place to grow up. Young families face a higher cost of living then ever before, and because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.

Sea to Sky Community Services will be a landlord residents can trust. One of the programs that SSCS oversees is the Legal Advocacy program which offers free legal advice and resources to residents needing help with learning and advocating for their tenancy rights. Sea to Sky residents live in fear of eviction, may that be a legal or illegal eviction. These units will provide 63 individuals/families with secure housing!

Most of the commercial space on the ground floor will offer secure programming and office space to Sea to Sky Community Services Society a non-profit. 2,146 people in Pemberton, Lil'wat Nation, and D'arcy received services from SSCS in 2021-2022 (fiscal year). These individuals and their families rely on the services offered. This develop would provide space to operate programs such as the Healthy Pregnancy Outreach Program, Better at Home (Assisting Seniors), and Youth Services to name a few.

I hope that the council will consider what an opportunity this development is for our community.

Sincerely,

Hailey LeBlanc

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Marta Tabaka and I live at [REDACTED] Road. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. I support the project for the following reasons:

- SCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.

Thank you for your consideration.

Marta Tabaka

September 17, 2022

Re: Affordable/ Subsidized Housing in Pemberton

Dear Mayor and Council

I am a retired single woman, 67 years young. I receive a pension and I work part time, even so my income is modest. I came to the Pemberton Valley nearly 7 years ago to be close to family.

This spring my landlord listed his property for sale, and my future tenancy was put into question. I began looking for options. What I found was very concerning, as there was no way I could afford the going market rental rates for a 1 bedroom or studio suite on my income. At my age and stage in life, I really hoped to not be forced into sharing space with multiple others, lovely as they might be....(and frankly even many of those options that I saw advertised were out of my affordability range).

Happily I was able to find long term, stable and mercifully affordable housing at the West Winds complex in Squamish. I found no similar options available in Pemberton.

I am sure my story and my income bracket are not unique. Businesses and Services in Pemberton, like in other communities, are struggling to find and retain staff. Providing opportunities for potential workers and potential community volunteers (both home grown and from away), to find secure, stable and affordable, housing, will go a long way to ensuring that Pemberton remains the thriving community we would all like it to be.

I encourage you to support subsidized housing projects to provide your community with options that truly are affordable.

Sincerely
Sharyl Johnson

September 17, 2022

Pemberton Mayor and Council
7400 Prospect St.
Pemberton, BC
V0N 2L0

Via Email: admin@pemberton.ca

Dear Mayor and Council

My name is Valerie Brooksbank and I live at [REDACTED] Street, Pemberton and I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development
- The project is within walking distance of daily amenities
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes

Thank you for your consideration.

Sincerely
Valerie Brooksbank

From: [REDACTED]
Sent: September 17, 2022 2:31 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Rezoning proposal on Harrow Road

Pemberton Mayor and Council

7403 Prospect St.

Pemberton BC

V0N 2L0

My name is Richard Megeney and I live at [REDACTED] Drive in Pemberton. I am writing to express my support for the Sea to Sky Community Services Affordable Housing rezoning proposal on Harrow Road.

We desperately need this development and I support the project for the following reasons:

- Affordable units will help residents find housing within the community;
- The project is within walking distance of local amenities;
- The eligibility requirements will ensure that the units go to those who really need affordable housing.

Hoping the project will be approved and I thank you for your consideration.

Sincerely

Richard Megeney

From: Kailey Morin [REDACTED]
Sent: September 17, 2022 11:08 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Full support for Harrow Rd Housing

Dear Mayor and Council,

My name is Kailey Morin and I live at [REDACTED] I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd.

I urge you to move forward with this project and stand up for community members who have been made vulnerable due to a severe lack of safe and affordable housing. **The Village must aim for excellence, not perfection, when it comes to difficult and complex development needs such as this and I believe the plans that have been proposed and amended following community feedback meet that standard.**

The community has changed and higher density, affordable housing is an important part of a solution to the crisis Pemberton is currently facing. It would be a shame on all of us if this opportunity to offer safe and affordable housing is missed and if the Mayor and Council allow themselves to be swayed by tactics that are classically employed by the "not in my backyard" crowd in communities across this country to derail critical projects like these. As a homeowner in this Village, I say YES in my backyard. I want to live in a community where everyone has a safe place to call home.

We desperately need this type of development in the community and I support the project for the following reasons, as articulated by SSCS:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.

- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.

Thank you for your consideration.

Sincerely,

Kailey Morin

September 17, 2022

Pemberton Mayor and Council,
7400 Prospect Street
Pemberton, BC
V0N 2L0

Dear Mayor and Council,

My name is Michelle Staehli, I am a business owner in the town center at 7421 Prospect Street, and I live at [REDACTED] I am writing to express my support for Sea to Sky Community Services Affordable Housing rezoning proposal on Harrow Road in Pemberton, BC. We desperately need this type of development in our community, and I support the project for the following reasons;

- The project will provide a home for Pemberton seniors that need an affordable place to live, along with considerations for people with disabilities.
- The addition of 63 affordable units will help residents find housing within the community.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance to daily amenities and local bus routes.
- SSCS has been an integral part of our community for years, they provide valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The plans are well thought out, including green space and play area for kids.
- This development is needed and will be a positive addition to our growing community for years to come.

Thank you for your consideration.

Sincerely,

[REDACTED]
Michelle Staehli

To Mayor & Council,

I am writing today regarding the proposed housing development on the corner of Harrow Rd / Hwy 99. In your upcoming discussion and decision-making regarding the rezoning of the proposed site, I encourage you to consider issues beyond just the zoning component for a comprehensive and thorough process.

While I'm in favour of affordable housing initiatives in Pemberton, I have a few concerns that I would like addressed before you make your decision on moving forward with this particular proposal as is.

First, my main concern is as a taxpayer. I would like more discussion and information regarding the tax impacts residents of Pemberton are facing for this subsidized housing.

How will this development contribute to our tax base? If this development/SSCS is granted a municipal property tax exemption, what does that mean for the taxpayers of Pemberton?

I would like to know how much (percentage and/or per household \$ amount) this will cost each taxpayer. As Pembertonians already highly taxed for limited services and amenities, any increase in taxes must be openly and fully discussed before any decisions are made and a move forward. For a subsidized development, taxpayers should have approval/oversight of any decisions that affect our taxes - it's our money and council must be transparent.

Please do not approve any tax exemptions for this project, as we the community cannot afford foregoing the tax revenue of a development of this size. Non-collected/exempted taxes are monies not available to our community for increased and upgraded infrastructure, municipal services, etc; therefore, our taxes are raised to cover the ever-increasing budgets in our growing community.

I would wholly agree with a compromise to collect a tax contribution, proportional to the discount on market valuation (ex. a unit renting 50% below market is then assessed as such, and therefore, the landlord contributes 50% of the regular tax rate). It is only fair to Pemberton taxpayers, who pay full rates, that subsidized developments pay and shoulder some municipal responsibilities as we, the current residents/taxpayers, do.

Second, I am not convinced that the chosen site is best suited for the development as proposed for several reasons:

1. I am sure that proper professionals will be consulted and address the concerns related to flooding at the location of the development, so I will not comment on this. However, I would like reassurance that mitigation of the site will result in no future flooding issues and will not cause new flooding issues to develop in surrounding areas.
2. The height of 5-storey's is too high to fit into the character of our town and will have a negative impact on neighbouring properties. Also, if a second building is built in the future on the site, it will be even worse of an impact to neighbours. Please maintain the current height limitations in the Village.
3. The parking plan is not sufficient for the amount of anticipated vehicles for the development in its current proposal size. The removal of required spaces from previous developments in the Village has been a grave mistake by councils who allowed it.

This development proposal does not allocate enough parking spaces as it currently stands (for full resident capacity in 63-units) and this will negatively impact the surrounding neighbours/neighbourhood. If there was a reduction of building height/storey's (therefore a reduction of anticipated vehicles requiring parking spaces), the current parking proposal may suffice.

4. A traffic-light should be required from the developer and be installed to mitigate the increase in traffic, both vehicular and pedestrian (ex. even more people will cross the highway to access the Friendship Trail), at this entrance to the Glen.

5. I believe this development would be better suited to the lot next to the Community Barn, or across the highway in the vacant lot next to the Pemberton Valley Lodge, or in the fenced area behind the Inukshuk (this location in collaboration with the First Nations who own this parcel) as all three locations seem to address and/or eliminate concerns the community has with the current proposed location.

Better yet, the Harrow Rd/Hwy 99 location fits the criteria of a much-needed new fire hall. Could the new fire hall be built here and then affordable housing be built on the current fire hall site (Aster St)? Developing that area (Aster St) into more of a neighbourhood within walking distance of amenities seems more appropriate to the development proposal.

Presenting the pros/cons of alternate locations to residents would be wholly helpful in understanding all decision-making in this matter.

Finally, I would like to see:

1. Any development that is approved must follow the FireSmart guidelines for building design & materials and landscaping design & tree/planting choices. Our community must proactively prepare for wildfire by requiring these measures for all new builds.
2. Restrictions that any tenants for such a development (subsidized by Pemberton taxpayers) be limited to residents who are either seniors, are people with disabilities, or are persons who work IN Pemberton (especially for doctors, nurses, paramedics, firefighters, municipal staff, daycare teachers, etc. who could have a place to start in the market rentals).
3. Any subsidized rentals be diligently monitored to maintain eligibility. I am compassionate towards those needing assistance, but have seen firsthand how some people take advantage of the system.

Going forward too quickly so we don't "lose the opportunity" or because "we need it" is not the right approach. There are still too many questions the community needs answered.

Thanking you in advance for your consideration and response.

Regards,

Jenna Markovic

[REDACTED]
[REDACTED]
[REDACTED]

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Maria McKay. I live at [REDACTED] and I work at the Whistler and Pemberton Health Care Centres as a therapist with the Mental Health and Substance Use program. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.
- I believe that SSCS can and will apply fair and equitable processes in determining which of our neighbours are housed in the project.
- I am aware that Vancouver Coastal Health is in talks with SSCS to move our Mental Health and Substance Use services to the Harrow Road site, creating a healthy new space for these programs and opening up additional space in the PHCC for other Community Health programs.

Thank you for your consideration.

Sincerely,
Maria McKay

From: Lizi McLoughlin <lizi@ZEROCEILING.ORG>
Sent: September 19, 2022 4:20 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Re: Harrow Road Development

Dear Mayor and Council,

My name is Lizi McLoughlin and I live at [REDACTED] I'm writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. I work for Zero Ceiling, a local non-profit dedicated to ending homelessness. In both my professional and personal experience, I understand how desperately we need this type of development in the community and consider the Harrow Road Development to be a hugely exciting development for Pemberton.

The Harrow Road Development provides affordable housing, in perpetuity, for Pemberton residents and families. Secure housing is a fundamental human right and a prerequisite for healthy individuals, families, and communities. This development, funded by BC Housing, is an excellent example of a solution to the current housing and cost-of-living crisis that our community is facing. It will ensure the most vulnerable members of our community can stay here and access safe, stable housing.

The building has been thoughtfully designed to including housing suitable for individuals, couples, families, and seniors, and to incorporate vital community services on the ground floor of the development. The plans are clearly developed and make great use of the vacant lot on the corner of Harrow Road. As a close neighbour, I am excited to see this development close to my house and within walking distance of the village amenities. I also appreciate how SSCS has responded to community concerns, including the flooding concerns and concerns from neighbours.

Affordable housing developments like Harrow Road are absolutely vital for the strength of our community. As Pemberton grows and changes, we must ensure individuals, families, and seniors who live and work in our community can continue to do so. There is a great risk and a huge loss to these people being pushed out of our community, which is why I wholeheartedly support this development that will provide homes for 63 families for the long-term.

Thank you for your consideration.

Sincerely,


Lizi

Lizi McLoughlin (she/her) | Development Manager | c: 604.967.2971 | zeroceiling.org

I gratefully and respectfully acknowledge that our workplace, the land now known as Whistler, lies in the unceded territory of the Skwxwú7mesh and Lílwat Nations.

Join us to [celebrate 25 years](#) of ending youth homelessness.




Pemberton
BC V0N 2L3

FAO:
The Mayor & Council
Village of Pemberton

Dear Members of Council,

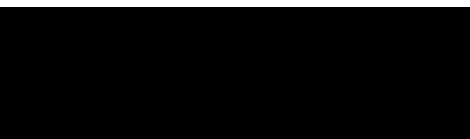
I feel compelled to contact you and add my voice to the concerns expressed by the growing number of Pemberton residents who are deeply worried about the proposed Harrow Road project. I would applaud the idea that Pemberton should embrace the concept of affordable housing projects for the families who have the greatest needs in our society. However, it is important that the chosen locations provide an acceptable outcome for everyone in the vicinity.

The construction would be out of keeping with the general look and feel of our beautiful village. Current height restrictions are set at 10.5 metres and this proposal allows a maximum height of 19 metres. This would be an unsightly feature alongside the highway which would obscure an enormous amount of light from existing properties along Balsam Street, and totally obliterate the view of Mount Currie. I do not live in the Glen, but I have great sympathy for the local residents who would be impacted by this. One of the major mental health benefits of living in such a lovely rural location is enjoyment of the spectacular topography.

The location is so close to the highway that this would cause noise problems for the residents of the new development. As well as the perpetual cacophony of sound emanating from traffic on the highway (which seems to be increasing exponentially), there would potentially be danger to pedestrians and other by-passers because of the close proximity to the highway. The playground and gardens for this new development would be sited next to the sewage lift station which would be extremely unpleasant for the residents.

The other issue worth mentioning is that we already have poor facilities, which barely cope with the demand generated by the current population, in several key areas. This includes medical care, veterinary services, and our woefully inadequate, outdated water treatment plant. Thank you for taking the time to read my concerns. I hope you will reconsider the current plans.

Kind regards,



Dr Janis Shaw

Dear Mayor and Council

My name is Bruce Bareham

I fully support sea to sky
Community services affordable
Housing rezoning.

I have read the report
on the rezoning proposal on
Harrow rd.

The people this will help,
need our help. Do not look
for ways to oppose people
who need assistance.

Bruce Bareham

Page [redacted]
Mt. Currie BC

RECEIVED

SEP 20 2022

Village of Pemberton

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dated: September 14, 2022

Dear Mayor and Council,

My name is D. Hasan and I live on [REDACTED] in Pemberton. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

Pick and choose what you like about the project from the bullets below. Feel free to revise and add your own points!

- SCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- **The deep subsidy units will help the most vulnerable in our community and prevent homelessness.**
- **The eligibility requirements will ensure that units only go to those who are in need of affordable housing.**
- **Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.**
- **The project is within walking distance of daily amenities.**
- **The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.**
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- **The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.**
- I feel that SCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- **I appreciate how SCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.**

Thank you for your consideration.

Sincerely,

[REDACTED]
D. Hasan

From: Cindy Laflamme [REDACTED]
Sent: September 20, 2022 6:34 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Sorry about that

Dear Mayor and Council

My name is Cindy Laflamme, I currently live at [REDACTED] Street, I am writing to express my support for Sea to Sky Community Services'

Affordable Housing rezoning proposal for the following reasons:

The SSCS provides valuable community services and the additional programming space on the bottom floor, ensures their service continues in Pemberton long term.

The affordable units will help residents to stay in Pemberton, instead of having to move elsewhere. I for one, love Pemberton and don't want to have to move, but due to high rental costs, I will have no hope of getting another place to live here. The project will provide home for Pemberton Seniors, who are to vulnerable to be forced to live on the streets. And even in shelters they become targets for abuse and theft. Please help SSCS to continue to offer the valuable Community services that they have to help our community stay strong and prevent homelessness.

Thank you for your consideration and valuable time

Sincerely
Cindy Laflamme

From: Reshma Raju [REDACTED]
Sent: September 20, 2022 4:29 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Housing problem in Pemberton

Dear Mayor and Council

My name is Reshma Raju. I am a 3 year resident of Pemberton and I work at the Pemberton Valley Super Market.

Like so many I have real challenges finding good affordable accommodation
Currently I share a flat with others but I am expecting a baby in the new year and will need a place of my own

A number of friends and colleagues are helping me but nothing has come up
I have tried looking everywhere and am having no luck
I am just not sure what I will do.

I want to stay here but I may be forced to go elsewhere if I cannot find a home. I enjoy living in Pemberton.

I ask that you support the Harrow Road affordable housing project as I know our town needs it so much

Thank you

Reshma Raju

From: Jamie Van Ymeren [REDACTED]
Sent: September 20, 2022 2:42 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Fwd: Harrow Road!

Dear Mayor and Council,

Just a note that me and my family support the Harrow road affordable housing development. I'm a homeowner at [REDACTED], Pemberton.

Earlier this year when we rented out our tenant suite, we were overwhelmed by the number of people in desperate circumstances looking for housing. Numerous applicants were weeks away from having nowhere to live and being close to leaving town.

People need affordable housing units to take the pressure off the current rental stock in the village. We hope you approve the project.

Jamie Van Ymeren
[REDACTED]

From: Loretta Cox [REDACTED]
Sent: September 21, 2022 10:18 AM
To: VoP Admin <admin@pemberton.ca>
Cc: Jaye Russell <jaye.russell@sscs.ca>; peter@cascadiaconsulting.ca <peter@cascadiaconsulting.ca>
Subject: Letter of Support for Harrow Rd Project

Dear Mayor and Council

My name is Loretta Cox. I have lived in Pemberton for almost 3 years. I moved here from Newfoundland to be near my daughter and her family. I was thrilled to come and build a beautiful relationship with my grandchildren and be a part of my childrens lives again. The plan was to live with them until I got settled, found a job and moved into a place of my own. Safe to say I have a secure job but I cannot afford a place of my own with the high rents in Pemberton. I do sometimes see rentals come up on the community forum but the cost way exceeds what I am able to afford. I continue to look but things seem to just get more expensive. Unless you are willing to live in shared accommodations which is not where I want to be at my young 60ish age. So I continue to live with my wonderful family which I am grateful they are happy to have me but I would like to have the choice to live on my own. I don't have that choice living in Pemberton. At some point I may need to live with my family as I age but at this stage of my life, while I am able to live independently I would love to do so. If the rental situation here doesn't improve I may have to consider moving back....to where I know the rent is affordable. The Harrow Road project would be perfect for me. A nice small affordable unit is all I would ever want and need. A place that I could call my home and not my daughters home. I ask that you please approve the re-zoning so that it can go ahead. My application will be at the top of the list.
Thank you
Regards
Loretta Cox

September 17, 2022

Re: Affordable/ Subsidized Housing in Pemberton

Dear Mayor and Council

I am a retired single woman, 67 years young. I receive a pension and I work part time, even so my income is modest. I came to the Pemberton Valley nearly 7 years ago to be close to family.

This spring my landlord listed his property for sale, and my future tenancy was put into question. I began looking for options. What I found was very concerning, as there was no way I could afford the going market rental rates for a 1 bedroom or studio suite on my income. At my age and stage in life, I really hoped to not be forced into sharing space with multiple others, lovely as they might be....(and frankly even many of those options that I saw advertised were out of my affordability range).

Happily I was able to find long term, stable and mercifully affordable housing at the West Winds complex in Squamish. I found no similar options available in Pemberton.

I am sure my story and my income bracket are not unique. Businesses and Services in Pemberton, like in other communities, are struggling to find and retain staff. Providing opportunities for potential workers and potential community volunteers (both home grown and from away), to find secure, stable and affordable, housing, will go a long way to ensuring that Pemberton remains the thriving community we would all like it to be.

I encourage you to support subsidized housing projects to provide your community with options that truly are affordable.

Sincerely
Sharyl Johnson

From: Tony Peckford [REDACTED]
Sent: September 21, 2022 3:30 PM
To: VoP Admin <admin@pemberton.ca>
Cc: peter@cascadiaconsulting.ca <peter@cascadiaconsulting.ca>; Jaye Russell <jaye.russell@sscs.ca>
Subject: Harrow Road Support

Hello Mayor and Council

My name is Tony Peckford. Some of you may know me. I am a 10 year resident here in Pemberton and

I work full time at The Pony

Finding a good stable secure permanent home here has been quite the challenge

I am at an age and place in life where I want a place I can call home

At first I rented a small basement suite belonging to a family member but it lacked independence and privacy

Currently I share a rental suite and while it is fine it has its challenges

The maintenance is lacking as this is an investment property that could be redeveloped

And frankly I really want to live independently....have my own place.

I simply can't afford the market prices elsewhere

There is such a shortage of affordable rental units in town

I think the Harrow Road project would suit me very well

I ask that you support this rezoning

Thank you

Tony Peckford

From: Ella Brown [REDACTED]
Sent: Thursday, September 22, 2022 12:18 PM
To: Sheena Fraser <sfraser@pemberton.ca>
Subject: Harrow Road Project Concerns

To Mayor and Council,

I am writing today to object to the height of the Harrow road project.

Here are some items of concern:

1. Heat island effect
2. The right to shade in the summer as stated in the OCP guidelines.
4. The population of the extra story creates more traffic coming and going through an already busy intersection.
5. The concern over structures that need to be on top of the 5 stories. For example; elevator shaft and venting protrusions.
6. With regards to the gateway segment of Pemberton, this is in no way a subtle or representative structure of the town.

Thank you for your consideration

From: nikki carter [REDACTED]
Sent: September 22, 2022 8:08 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow Building

To Mayor and Council
Village of Pemberton

Dear members of Council

Thank you for this opportunity. My name is Nikki Carter. I have lived in Pemberton for that last 10 years or so. I really enjoy living in my community. I am voicing my support for the Harrow Road affordable housing project. I work for the school district as an educational assistant. Through my work I am aware of the wonderful programs Sea to Sky Community Services does for us. While I have a stable place to live, I know of others who are not so lucky. The cost of rent is just so high in comparison to wages.

I am writing to you on behalf of my elderly father who lives in Ontario. While he is pretty healthy overall he has been very lonely since my mother passed away a few years ago. I want him to come here and be near me. He wishes to be close to me. I could help care for his needs. My residence, while comfy is somewhat small and there are stairs which would make it awkward for him to live here. So let's be honest, there are no appropriate affordable vacant suites for senior folks like my dad. He lives on a fixed income. We need more affordable housing.

Harrow Road would be ideal. I ask that you support the rezoning for this worthy and much needed project. Thank you so much.

Regards
Nikki Carter

From: Corinne Dempsey [REDACTED]
Sent: September 19, 2022 4:32 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Proposed Social Services Affordable Housing development

Dear Mayor and Council

We are owners of property in Pemberton and would like to express our feedback on the Public Hearing Notice regarding the Zoning Amendment Zone 6 - SCS Harrow Road Affordable Housing Bylaw #936,2022

To be honest, we are deeply concerned about the proposal. Although I am sure that Pemberton is desperate for additional housing and we would very much support the supply of affordable housing being increased - that just makes sense, however, the concern comes from putting a collection of social services and subsidized housing all in one area and in a very small town. Our experience in other small towns like Sechelt, Maple Ridge, Princeton and Chilliwack is that it can tend to attract a lot of troubled souls (for lack of a better description). These "troubled souls" usually come from other parts of BC and have no sense of community or respect for the area - they simply come because free services and cheap housing are offered. Now this may not be the case for this development, but we would caution the residents of Pemberton that this is a real possibility and should be considered carefully.

I very much appreciate your time in reading this and hope the feedback is carefully considered.

Corinne & Greg Dempsey

[REDACTED]
[REDACTED]

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Danielle Menzel and I live at [REDACTED] I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd.

I feel that this development is long overdue and there is a significant need for more affordable housing in our community. As a lifelong resident I have witnessed the evolution of our town and as a professional working in the housing industry I see how unaffordable it has become for many families.

A vibrant community needs to offer opportunities for people from all walks of life and all abilities. We currently do not have enough housing to support many of our seniors to age in place and low to mid income earners. We are seeing many shops forced to revisit their business model and hours of operation reduced due to severe staffing shortages as people cannot afford to work at these jobs and support a lifestyle here in Pemberton. To further increase wages for these jobs is not the simple answer as the ripple effects of that will continue to be felt making it still more unaffordable. The solution to our housing problem is more affordable options even if they are imperfect.

We also need to consider the viability of SSCS remaining in their current location. They offer services that many in our community rely on and ensuring they have stable and secure facilities is beneficial to not only our immediate community but the neighbouring communities as well. The programs for expecting mothers, new mothers and newborns, young families, and youth as well as the food bank and social outreach have a significant and positive impact in our community and losing those programs would have a meaningful and far-reaching negative effect on our community.

Thank you for your consideration.

Sincerely,

[REDACTED]

Danielle Menzel

From: Kalispell Moore [REDACTED]
Sent: September 22, 2022 8:51 AM
To: VoP Admin <admin@pemberton.ca>
Subject: I support affordable housing 100%

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Kalispell Moore and I live at [REDACTED] Darcy, BC. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

Pick and choose what you like about the project from the bullets below. Feel free to revise and add your own points!

- · SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- · The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- · The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- · The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- · Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- · The project is within walking distance of daily amenities.
- · The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- · The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- · The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.

- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

I am also a single mom with 2 boys and can not afford the rent as it is today \$4000 for a 3 bedroom suite is absolutely ridiculous. I can't even afford \$2500 for any amount of bedrooms as I only make \$3000 per month as an EA. I have noticed more and more people becoming homeless because of the price of rent. And according to BC Rental assistance program, I make too much money to qualify for rental assistance. I was extremely lucky to find the suite where I'm living now. Otherwise my boys and I would be homeless too.

Thank you for your consideration.
Sincerely,

Kalispell Moore

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Karen Tomlinson and I live at [REDACTED] Pemberton, BC. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

Sincerely,

[REDACTED]

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is James Weldon and I live at [REDACTED] Pemberton. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community, and I support the project for the following reasons:

- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The BC Housing Community Housing Funding program includes 60 years of subsidised operating funds, which secures and provides a safety net for the long term rental of affordable units in the community.
- Market rents are out of reach for local service workers and low income families.
- Whistler rents are even higher than Pemberton, which results high demand and less availability for local renters as Whistler workers are willing to pay higher rents and travel.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness. The consequential community costs of homelessness are exponentially higher than housing people in safe and secure long-term housing.
- The eligibility requirements will ensure that units only go to those who need affordable housing.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.

Thank you for your consideration.

Sincerely,

[REDACTED]

From: Nicki Paul [REDACTED]
Sent: September 23, 2022 11:38 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Letter of Support

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Nicki Paul and I live at [REDACTED]. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- I am a support worker within the Southern St'at'l'imx area and I see how desperate some of the families I help care for are in need of better, more affordable housing closer to services and better schools.
- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Kúkwstum'ckacw
(thank you)

Nicki Paul

Family Preservation Worker
Child and Family Services "Nxweziltem's"

[REDACTED] T: [REDACTED] | [REDACTED]
E: [REDACTED]
W: sshs.ca



From: Melissa Ronayne [REDACTED]
Sent: September 23, 2022 8:24 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Re: Harrow Road project

Dear Mayor and Council,

I am in full support of the Harrow Road project, as someone who runs a farm and needs to hire people seasonal we are struggling. I also work at the Pemberton Valley Lodge and our staff are stretched thin.

We need more people who live here and work here. We need actual real affordable housing in our town for seniors and single parenting families, teachers and young adults wanting some freedom, just to name a few! We are in desperate need of workers in this town as can be observed by all the businesses closing early and staff at their breaking points.

I would like to see a mandatory percentage of people who live there to have to work in Pemberton.

To lose this opportunity would be shameful! It won't come about again. I agree with another community member who said we need progress over perfection.

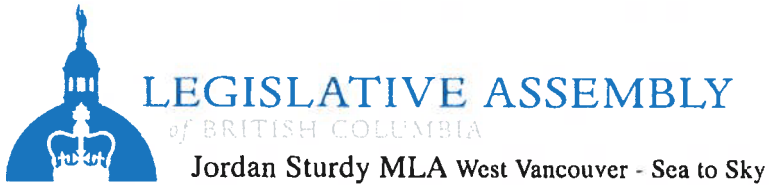
Thank you,
Melissa Ronayne
[REDACTED]

From: RJ Martineau [REDACTED]
Sent: September 25, 2022 10:37 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Mayor and council. Harrow Road
Dear mayor and council

I am I support of this project.
It will help young families and workers.

Thanks for the efforts!

R. Martineau
[REDACTED]
Pemberton



September 26, 2022

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Submitted by email to: admin@pemberton.ca

Dear Mayor and Council,

RE: Support for Sea to Sky Community Services' Harrow Road Affordable Housing Rezoning Proposal

I am writing to express my support for Sea to Sky Community Services' (SSCS) proposed affordable housing project at Harrow Road. This is a unique opportunity to increase the number of affordable housing units available in Pemberton and at the same time give SSCS the opportunity to increase efficiency by consolidating programming and support services in one location.

The shortage of affordable housing in Pemberton has been a significant and increasing challenge for employees, families, seniors, and businesses. Families who may have called Pemberton home for their entire lives are struggling with housing costs and are facing stark choices that increasingly include moving on to other communities. Businesses are losing or unable to recruit staff as the affordable housing inventory is essentially nonexistent.

While there are some reasonable concerns with project impacts, the long history of good work by SSCS throughout the Sea to Sky demonstrates that this community partner will strive to find the best outcomes for all, as they have for a similar building in Squamish, the Centrepoint Apartments. I have confidence that SSCS has the experience and commitment needed to make the Harrow Road project a significant community benefit and made-in Pemberton success story.

The funding of 63 affordable housing units for a community the size of Pemberton is a notable BC Housing investment. It is a tremendous opportunity to help at risk residents find housing and is a testament to Sea to Sky Community Services.

I encourage Council to fully support this important initiative.

Jordan Sturdy, MLA
West Vancouver – Sea to Sky

West Vancouver - Sea to Sky Constituency Office

PO Box 385, STN Main
Squamish, BC, V8B 0A3
T 604-894-9403
jordan.sturdy.mla@leg.bc.ca

Legislative Office

Room 201 Parliament Buildings
Victoria BC V8V 1X4
T 250-387-3445 F 250-387-9100

From: michael carswell [REDACTED]
Sent: September 24, 2022 3:58 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow rd project

Hi my name is Michael Carswell I live at [REDACTED] street. I am writing to voice support for the much needed affordable housing proposal at the entrance to the glen. I believe that this project is worthy of an exception to the current height restrictions in pemberton.
Thanks for considering my input.

From: Melissa Graham [REDACTED]
Sent: September 26, 2022 12:16 AM
To: VoP Admin <admin@pemberton.ca>
Cc: Melissa Graham [REDACTED]
Subject: Sea to Sky Community Services' Affordable Housing Letter of Support

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
VIA Email: admin@pemberton.ca

Dear Mayor and Council,

I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd.

We desperately need this type of development in the community and I support the project for the following reasons:

- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness and out of Village relocations
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.

If we continue to halt brakes on projects for the boxes they don't check rather than the ones they do because not everything is "ideal" and if we continue to operate like we don't care or understand the burdensome weight and reality the housing crisis brings to our town & its businesses, then quite simply put this community's long term viability will be at stake. And sooner than we'd like to admit.

We can't continue to build million dollars homes and not worry about housing all walks of life — the gas attendants, the recent high school graduate working construction, the single parent working in our retail stores, the taxi drivers, the

seniors, the restaurant servers, teachers and so many more folks that this town desperately relies on, yet are losing or can't recruit because, well housing!

We don't have to look far to have discussions with community policing and social services or to our neighbours in Whistler, to know that the housing crisis causes unrelenting stress and concern that is devastating, long lasting and detrimental. It has direct impact on mental health & wellness and ones sense of belonging and security. For so many, housing — both availability and cost, followed by condition — is the biggest stressor in their life.

This project might not be “perfect”, but it is beyond necessary for the viability of our town. We need those units. It cannot wait, the housing crisis is in our faces every day. This can not be turned down.

Thank you for your time & consideration.

M. Graham

██████████ Pemberton BC

Sent from my iPhone

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Josh Livermore and I live [REDACTED], Pemberton BC. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
- The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

Sincerely,
Josh Livermore

From: Jared Sartee [REDACTED]
Sent: September 26, 2022 1:18 PM
To: VoP Admin <admin@pemberton.ca>
Subject: To Mayor and Council Re: Zoning amendment for Harrow road affordable housing bylaw change

Dear Mayor and Council, please include the following comments in the discussion for this bylaw proposal:

As a resident of [REDACTED] in the Glen neighbourhood, I am generally in support of a multi-use dwelling as it is proposed but would like to call into question the following details of concern:

- A 19m-high building with a setback of 3m from the rear lot line will be quite intrusive for the current residents neighbouring the rear lot line on Balsam St. This will completely eliminate all views and sunlight during winter months. I would propose increasing the setback for the lot line adjacent to the residents of Balsam St. to at least 7.5m as it is for the front lot line and propose some type of building restriction that generally discourages a continuous wall of construction along the entire length of the property or landscaping to create privacy between residents.
- The proposed parking of 79 spaces to service 63 dwelling units and nearly 850 square meters of commercial and community space seems severely limited, and council should consider the implications should this not be enough in practice (residents parking second cars, RVs and trailers along Harrow road.
 - Along these lines, may it be specified that the primary building requires underground parking to limit the extent of an external parking lot at ground level?
- Furthermore, it should be explicitly specified that there will be a walking/biking path from the primary buildings to the dyke trail along the Arn canal to limit motor vehicle use and facilitate foot/biking traffic into town.
- Finally, may it be considered to install at least 5 electric vehicle Level 3 fast-charger stalls in the above-ground parking lot as well with costs for installation borne by the property owner. This will help distribute and expand infrastructure for the coming electric vehicle transition and reduce reliance on travel into town for people looking to quickly charge along their drive of Hwy 99.

Thank you for the consideration and I look forward to the community hearing on this bylaw proposal.

Best Regards,
Jared Sartee

From: Katy Cameron [REDACTED]
Sent: September 26, 2022 6:08 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Letter of approval - Harrow Rd Project

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0

Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Katy Cameron and I live at [REDACTED] I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Much of the backlash about this project seems related to the location, however I appreciate that finding land that is both buildable and which the landowners are willing to sell at an affordable price is extremely difficult. I am hesitant about the

height of the building but hope that this is a one-time change to the rules which will not allow future market developments to build above the existing height limits.

Thank you for your consideration.

Sincerely,

Katy

From: Grace Chadsey [REDACTED]
Sent: September 27, 2022 8:19 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Support for Harrow Road project

Dear mayor and council:

I am writing to express my support for the Harrow Road Affordable Housing rezoning proposal put forth by Sea To Sky Community Services.

Affordable housing in Pemberton is much needed in our community. I know that people struggle to find affordable housing and some are forced to leave because they have nowhere to live, or can't afford to live here.

This project would provide housing that people can actually afford, that is safe, secure, sustainable and that is well managed.

I have lived in Pemberton for 25 years now. I've seen it grow from a tiny out-of-the-way place with one grocery store, no Community Centre, and a tiny library to a more vibrant community with more amenities and a larger and more diverse population.

This project is a fantastic opportunity for our community. I hope that you will support this project so that it can move forward and help the people who live here.

Sincerely,
Grace Chadsey
[REDACTED]
Pemberton, BC

Sent from my iPhone

From: Peter Dobesch [REDACTED]
Sent: September 26, 2022 8:46 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Harrow Road Project

To Mayor and Council,

I am writing to you today about the proposed housing unit for Harrow road. I am all for affordable housing for the Village of Pemberton and the need to welcome newcomers on a more realistic budget in these times. However, I have some concerns about the proposed height of the structure and its effects on the surrounding area.

- 5 floors is over the current allowance for structures as stated by the town. It should align with the current multi floor buildings.
- Over 3 floors will create an undesirable view for those living right beside the proposed building. Along side that, privacy will then be minimal for those homeowners as much of the trees will likely be removed and replanted. The water required for these trees at peak season will be high and we are already watching our water consumption. Root damage to foundations as they grow and look for ground water will be a factor.
- a large build like this can alter the water table and cause damage to surrounding areas. As seen on the plateau where a pump station had to be installed as the water table has shifted due to construction of new houses.
- The building will radiate a lot of heat from the sun which will affect certain conditions around the area. For example: the new trees that will be planted will take a long time to grow to create a cooling barrier. Also once again, use a large amount of water.
- There will be a larger amount of traffic at that already busy intersection. The parking needs of that unit need to be take. Into consideration. And in winter, where is the snow buildup going?
- At 5 floors, what else is going to be stacked on the roof? Air conditioning units, elevator shaft, it doesn't just stop at the roof. There is always extra which the. Adds to the height in the end.
- What is being done to address all these new units as their water and sewage needs need to be met? How is our filtration plant coping with the ever increasing needs of our growing village? It seems at some point we will be at the tipping point and have to build more facilities. Slow steady growth over time instead of big developments will help us by not putting stress on our environmental systems.
- Lastly, and probably the most important thing of all in Pemberton: Why are we building more housing while we cannot keep up with our healthcare?

Since moving here 3.5 years ago, I still cannot get a family physician in town. How are all these new ppl going to get medical help? Families need doctors and the doctors need a better facility as we grow as a community.

Our Paramedics in town aren't able to staff their ambulances most nights anymore due to lack of pay. Therefore whistler ambulances sit at the soo valley most nights cross covering whistler and pemberton to make sure that there is some hope of getting help to our community. That single ambulance covers from "big orange bridge" to mt. Currie. That's a giant area for 1 ambulance. Then all patients are taken to whistler because there isn't enough staff at night for our clinic to help. We need to help these guys out with better facilities for patient care before introducing 5 floors of housing.

Please consider my points when coming to a decision. I want to welcome people to Pemberton and show off this wonderful village and provide a home and make sure basic needs are met. New projects like this should be carefully considered at each turn. If we don't follow our OCP then we are no better than any other city. Keep Pemberton honest and true.

Thank you for your consideration,

Peter Dobesch

Lena Martin – Owner



Opposed to parking variance

Parking Variance

- Crabapple court, adjacent to the property and closer to the single bus shelter, has considerable problems with parking from outside users, including restaurant users, park and ride users and residents with more than one vehicle. The cost to owners through strata fees is considerable and costs have increased 150% from 2020.
- Lower income users renting larger units (2 or 3 bedrooms) are rented by couples rather than families and increase the demand and have 2 to 3 vehicles per household. The development parking variance is considering 1.4 stalls for market housing of large units and 1.1 or zero spaces, for subsidy and deep subsidy, which is not attainable.

Revised parking study shows comparable parking ratios with limited data.

- A review of parking variances and council minutes for the additional samples provided show that; 253 First Ave/Williams Lake (pop.10,950) was granted a variance **due to a city owed free parking lot available within 70 meters of the site. Parking was moved to off-site;** 571 Shaw Road/Sechelt, **14 stalls were moved to offsite parking, as angle street parking and a car share program was implemented**

Developer states that factors are not considered to be location specific (ie; deep subsidy, seniors housing) however the remaining market housing and commercial shared parking does not consider the rural and youthful nature of Pemberton's community, outdoor sport activity, or the limited access of transportation, which is unique from the samples provided.

- 31% parking requirement reduction analysis based on low-income users and seniors
- Developer states that the proposed development **will not be formally registered** as a Seniors Housing development, all 1- bedroom units will be targeted toward Seniors.

If the variance is to move forward, council may consider an amendment that **all 1-bedroom units must be** utilized as seniors/aging in place with no vehicles.

Application fee waiver

- This project is eligible for fee waiver in accordance with the above bylaw and the Village's Fee Waiver for Eligible Developments Policy. The Village has received a formal request for fee waiver from the applicant which will come forward at a future meeting.
- While not discussed in open meeting, the application fees noted on the variance permit that are to be considered is \$35,350, which would be recouped through general taxes.
- The development will most likely seek a permissive tax exemption in the future for the residential low-income units.

From: Niki Vanker [REDACTED]
Sent: September 26, 2022 3:07 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Public Hearing SCS Harrow Rd Project

To Mayor and Council members,

I would like to submit my support for the Harrow Rd project that is the subject of the public hearing on Sept 27 2022. As a community feeling the pressure of high real estate costs, we need more diverse housing and affordable options, and not just for single residents but families as well. I'm pleased to see the mix of larger units included in the plan as well as the mix of affordable options for renters. This is our first proposal for 'affordable' housing that is actually going to be run by a social enterprise/society rather than developers that throw the word around without a solid plan for implementing affordability. The plan for the building height makes sense when you consider the flood construction level and the benefit of consolidating SCS offices into the building.

Thank you,

Niki Vanker
[REDACTED]
[REDACTED]
Pemberton, BC



September 27, 2022

Mayor & Council
Village of Pemberton
Via email

Dear Mayor Richman and Councillors,

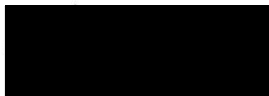
Re: Sea to Sky Community Services

On behalf of District of Squamish Council, I am writing with an expression of support for the quality and credibility of our working partnership with Sea to Sky Community Services for the past number of years, most recently on the new Spirit Creek Apartments, and previously on the Centrepoint project in Squamish.

The Spirit Creek development includes 76 units of affordable housing and will house a new Sea to Sky Foundry for youth to access a variety of services, including mental health supports. The Centrepoint project houses the administrative and program offices of the Sea to Sky Community Services and includes 32 units of affordable housing.

We have worked with Sea to Sky Community Services, and we would do so again in future to continue this partnership.

Sincerely,



Karen Elliott, Mayor
District of Squamish

From: Tom Beck [REDACTED]
Sent: Tuesday, September 27, 2022 11:55 AM
To: VoP Admin <admin@pemberton.ca>; Sheena Fraser <sfraser@pemberton.ca>
Subject: Harrow Road Rezoning...

[REDACTED]

To whom it may concern,
In regards to the rezoning of Harrow Road land parcel...

I would strongly advise the council to vote against the rezoning of this parcel. The height mandates are in Pemberton Village for a reason and it is important that we adhere to the original vision and plan for this area rather than allowing development companies to dictate a zoning based on "financial feasibility".

What is the profit margin required to make this development financially viable? Who dictates that margin? Please explain in detail why we can't adhere to the original zoning and develop the entire parcel of land to accomplish the same affordable housing goals.

I know that Sea to Sky Community Services has played a large role in pushing for this specific development, but I would like the council and the community to have visibility into what other parties have financial interest in this endeavor before making this decision.

There are obviously several other factors that can potentially be debated in regards to feasibility and the impact on the Balsam subdivision and the community as a whole, but I think that those only need to be considered if the council does not listen to popular opinion and proceeds with this rezoning of this land parcel.

Thanks for your consideration,
Tom

From: Chris Addario [REDACTED]
Sent: September 27, 2022 11:09 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Re: Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022

Dear Mayor and Council

This email is in response to the proposed zoning amendment on Harrow Road Bylaw 936,2022.

I am opposed to the proposed zoning amendment in its current form. This community does need more housing options but I believe in some ways this is the right project in the wrong location.

This project is proposed to have a building height of 19 meters which is almost double the original zoning of 10.5 meters. This is a significant departure and could not have been anticipated by residents on Balsam St. when they purchased their homes. This is not a reasonable request. The building was always limited to 10.5 meters in height and this specific design height of 10.5 meters should be respected.

Some accommodation should be made for current flood requirements but that does not mean that the neighbours should suffer as a result. The proposed siting does help with maintaining sitelines if the building is limited to 10.5 meters.

10.5 meters was always only a maximum height and it is possible that height would not have been utilized. 19 meters is the proposed height of this building and the massing of the current design fully utilizes that. This building is way too high when compared to other buildings in proximity.

I am not opposed to a building for residential and community purposes that is more in line with the current zoning bylaw. This community needs housing and this site could potentially provide some inventory for that purpose. But the proponents should make use of the site as is currently zoned.

Also consider that the original design covenant 24260 was put in place for a reason. This is further evidence that this property was meant to align with neighbouring properties.

Higher density and higher buildings can and should be sited elsewhere in Pemberton. The works yard that is adjacent to the Pemberton Tourism center would be an example of a more suitable site for consideration of this type of development. Perhaps it would be worth contacting the owner of that property to discuss this type of development.

Thanks,
Chris Addario

From: Nicole Beck [REDACTED]
Sent: September 27, 2022 4:10 PM
To: Sheena Fraser <sfraser@pemberton.ca>
Cc: VoP Admin <admin@pemberton.ca>
Subject: Re: Harrow Road Project

Dear Mayor and Council

Hello there, I am a home owner that backs on to this project. I do feel like we do need more affordable housing in our community, however this high of a density building in our residential neighbourhood is too big. I understand the reasoning with the cost but I really feel like this is not the right location for this project, for us or the people who would be housed directly on the highway.

I have noted a few of our concerns, hopefully they are heard.

- For a population of around 3500 and the rate we are growing are we thinking through things like water, waste and the over booked medical clinic and pharmacy? Is there a plan?

- Sun analysis for the Balsam street properties for when the sun is lower in the winter, not just the spring and summer months when it is the highest in the sky?

- The other piece of land beside the project, plans? The Phase two will be even closer to the homes on Balsam as the lot is much more narrow..

Couldn't we SPREAD OUT AFFORDABLE HOUSING, not stack people on top of each other, I understand this is cost effective but is this what our town is about?

Let people have legal suites (Tiyata) People with land should be able to build carriage homes... give people incentives to create affordable housing with what we have built already and slowly build co ops and other means of affordable homes.

Have all these locations been considered?

- Where the old school was at the intersection to the meadows.
- by the train tracks and the barn in town "walking distance to town"
- between portage station and the elementary school - 1.8 million for what? Wouldn't this be a better place to live closer to town...?
- behind Tyata and the gazebo park in town by the train tracks.
- expand the trailer park
- the property at the end of Harrow road, it would be much nicer than living on the highway.

- Wouldn't something like where the Localavore in Squamish draw people to have a better experience when they come to our town? Local shops, food... A place to gather and help tourism? Spread out people so they can live and enjoy Pemby?

- Obviously the parking and transportation issues. How many people vs how many parking spots. Public transport improvements on the horizon? How to manage traffic in the Glen and the highway, will there be a traffic light?

- Snow and water removal and run off? The condos at Monte Vale flood regularly, driving towards them surely won't help.

- Is there any plan for a privacy block (very mature trees?) for the homes the complex will be looking into?

I really do appreciate your time and considerations.

From: Frances Smit [REDACTED]
Sent: September 27, 2022 2:07 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd

Dear Mayor and Council,

My name is Frances Smit. I live and own a home in Pemberton, BC. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SSCS provides valuable community services in Pemberton and the additional programming space on the ground floor will help ensure their services continue in Pemberton long-term.
- The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
- The deep subsidy units will help the most vulnerable in our community and help prevent homelessness.
- The eligibility requirements will help ensure that units only go to those who are in need of affordable housing.
- Because this is a non-market project backed by BC Housing, we can anticipate that rents will stay at their affordable rates.
- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

Sincerely,

Frances Smit

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Jennifer Swift and I live at [REDACTED] I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- SCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term. I personally have benefited from the programming of the SCS.
- There are SO MANY people in Pemberton in need of housing –. The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere. This is a project our town desperately needs I know so many people and young families that have needed to move away due to sky rocking rent.
- I love that this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.
- The location is in ideal walking distance of many amenities. Great for kids that it included 2-3 bedroom units. Great for single parents who increasingly find it difficult to make life work in this town.

Thank you for your consideration and I wholeheartedly hope this project is approved.

Sincerely,

Jennifer Swift

From: Ann Chua [REDACTED]
Sent: September 27, 2022 4:30 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Letter of support - Harrow Road Project

[REDACTED]

Pemberton Mayor and Council,
7400 Prospect St.
Pemberton, BC
V0N 2L0
Email: admin@pemberton.ca

Dear Mayor and Council,

My name is Angelie Ann Chua and I live at [REDACTED] Pemberton BC V0N2L0, Canada. I am writing to express my support for Sea to Sky Community Services' Affordable Housing rezoning proposal on Harrow Rd. We desperately need this type of development in the community and I support the project for the following reasons:

- Long term locals need affordable housing to continue to work and support the Sea to Sky community. There is a severe lack of long term affordable housing for workers and our families at the moment. This project and others like it will help keep our workers to continue to stay in this community without fear of losing housing. Many of us can't afford to buy homes and will need affordable rental places to have a safe place to live. Affordable housing is an immediate need in this community and this needs to be addressed immediately.
- SCS provides valuable community services in Pemberton and the additional programming space on the ground floor will ensure their services continue in Pemberton long-term.
 - The addition of 63 affordable units will help residents find housing within the community instead of having to move elsewhere.
 - The deep subsidy units will help the most vulnerable in our community and prevent homelessness.
 - The eligibility requirements will ensure that units only go to those who are in need of affordable housing.
 - Because this is a non-market project backed by BC Housing, we can be sure that rents will stay at their affordable rates, as opposed to a market rental development.

- The project is within walking distance of daily amenities.
- The project will provide a home for Pemberton seniors who are aging out of their existing housing and need an affordable place to live.
- The project is family friendly by including 2 and 3-bedroom units and a play area for kids.
- The project is upgrading the trail on the south of the property from a gravel trail to a paved path that will be more accessible for those with mobility devices.
- I feel that SSCS has addressed flooding concerns by having a civil engineer design a stormwater management system for the site.
- I appreciate how SSCS has responded to concerns from the neighbours to the north by pushing the building south, further away from their homes.

Thank you for your consideration.

Sincerely,

Ann Chua



**THE VILLAGE OF PEMBERTON
BYLAW NO. 936, 2022**

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022.”

APPLICATION

2. Village of Pemberton Zoning Bylaw No. 832, 2018 is amended by:

- 2(1) Adding the following definition of *Community Services, Non-profit* in alphabetical order to Part 3: Definitions:

***Community Services, Non-Profit** means the use of land or buildings that provide community facilities or services delivered by non-profit entities for the betterment of the community. It specifically includes business offices, professional offices and services, child care centre, artisan, assembly, community care facility, and emergency shelter uses delivered by a registered non-profit agency. Apartment dwelling units provided as affordable housing, social housing, or other supportive housing are permitted.*

- 2(2) Amending Schedule “A” Zoning Map by rezoning the lands identified in Schedule “A” of this amending bylaw from Tourism Commercial (C-2) to Comprehensive Development Zone 6 (CD-6).

- 2(3) Adding the following Comprehensive Development zone as section 18.6 Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing):

18.6 Comprehensive Development Zone 6 (CD-6) (SSCS Harrow Rd Affordable Housing)

The intent of this zone is to accommodate mixed use development anchored by non-profit community services and affordable housing and accessory market housing, office, and commercial uses or tourism commercial uses.

18.6.1. Permitted Principal Uses

- (a) *Community Services, Non-profit*
- (b) *Uses Permitted in the Tourism Commercial (C-2) Zone*

18.6.2. Permitted Accessory Uses

- (a) *Home Occupation*
- (b) *Convenience Store*
- (c) *Office, Business*
- (d) *Personal Service*
- (e) *Restaurant*
- (f) *Café*
- (g) *Retail, Recreation and Leisure*

18.6.3 Conditions of Use

- (a) In the CD-6 zone, *Community Services, Non-Profit* and Uses permitted in the Tourism Commercial (C-2) zone are listed as Permitted Principal Uses. Within all lands zoned CD-6, the principal use may be either *Community Services, Non-profit* or Uses Permitted in the Tourism Commercial (C-2) zone, but not both.
- (b) In the CD-6 zone, *Community Services, Non-Profit* uses are permitted only in mixed-use buildings.
- (c) In the CD-6 zone, all residential dwellings in the *Community Services, Non-Profit* use shall:
 - i. Not be located on the first floor of a mixed-use building;
 - ii. be restricted to rental dwellings only; and
 - iii. be subject to a housing agreement.
- (d) In the CD-6 zone, not greater than 20% of the retail, commercial, and business and professional office area under the *Community Services, Non-Profit* use may be occupied by a for-profit enterprise, and are accessory to the *Community Services, Non-Profit* use.

18.6.4 Density Regulations

a) Maximum Density:	1.5 FAR
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18.6.5. Lot Regulations

a) Minimum Lot Size:	900 m ²
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18.6.6 Siting Regulations

a) Maximum <i>Lot Coverage</i> :	50%
b) Minimum <i>Front Setback</i> :	7.5 m
c) Minimum <i>Rear Setback</i> :	3 m
d) Minimum <i>Interior Side Setback</i> :	3 m
e) Minimum <i>Exterior Side Setback</i> :	4.5 m

18.6.7. Maximum Height of Buildings

- (a) The maximum building height of the *Principal Building* and *Accessory Buildings* shall not exceed the heights in the following table:

	Principal Building Height	Accessory Building Height
Height	10.5m	4.6m

- (b) Notwithstanding section 18.6.5(a), the maximum height of a principal building may be increased from 10.5m to 19m for *Community Services, Non-profit* principal buildings if the owner enters into a Housing Agreement with the Village of Pemberton to provide affordable housing. The Housing Agreement must be approved and registered pursuant to section 483 of the *Local Government Act*.

18.6.8. Off-Street Parking and Loading

- (a) Off-street parking and loading shall be provided in accordance with the requirements of Part 8 of the Village of Pemberton Zoning Bylaw No. 832, 2018 this Bylaw.
- (b) Notwithstanding the parking requirements in Part 8 of the Zoning Bylaw the off-street parking requirements for the *Community Services, Non-Profit* use in the CD-6 zone shall provided as follows:

STALL TYPE	REQUIRED
Standard Parking Stalls	<p>.75 STALLS PER 1BED <i>AFFORDABLE MARKET RENTAL DWELLING UNIT</i></p> <p>1.4 STALLS PER 2BED <i>AFFORDABLE MARKET RENTAL DWELLING UNIT</i></p> <p>1.75 STALLS PER 3BED <i>AFFODABLE MARKET RENTAL DWELLING UNIT</i></p> <p>.5 STALLS PER 1BED <i>RENT GEARED TO INCOME DWELLING UNIT</i></p> <p>1.1 STALLS PER 2BED <i>RENT GEARED TO INCOME DWELLING UNIT</i></p> <p>1.2 STALLS PER 3BED <i>RENT GEARED TO INCOME DWELLING UNIT</i></p> <p>0 STALLS PER 1BED <i>DEEP SUBSIDY/SHELTER DU X 16 DWELLING UNIT</i></p> <p>0 STALLS PER 2BED <i>DEEP SUBSIDY/SHELTER DU X 16 DWELLING UNIT</i></p> <p>0 STALLS PER 3BED <i>DEEP SUBSIDY/SHELTER DU X 16 DWELLING UNIT</i></p>
Visitor Parking Stalls	0.06 STALLS PER DWELLING UNIT
Neighbourhood Commercial Use Parking Stalls	<p>0.027 STALLS PER 1M2 X 714 M2 OF NEIGHBOURHOOD COMMERCIAL SPACE</p> <p>0.0357 STALLS PER 1M2 X 129 M2 OF MARKET COMMERCIAL RETAIL</p>
Disability Parking Stalls	MINIMUM 3 PER BUILDING

- (c) In the CD-6 Zone, the following definitions apply to parking requirement calculations for dwelling unit and tenure types established in a Housing Agreement as follows:
- i. *Affordable Market Dwelling Unit* means rental dwelling units provided for moderate income households and secured by a Housing Agreement.
 - ii. *Rent Geared to Income Dwelling Unit* means a rental dwelling unit intended to limit rents to 30% of gross household income and secured by a Housing Agreement.
 - iii. *Deep Subsidy Dwelling Unit* means a rental dwelling unit targeted to residents on income assistance and secured by a Housing Agreement.

READ A FIRST TIME this 30th day of August, 2022.

READ A SECOND TIME this 30th day of August, 2022.

NOTICE OF PUBLIC HEARING was advertised utilizing reasonably equivalent alternatives as set out in section 94.1 (3) of the *Community Charter* on September 15, 2022 and September 16, 2022 and **PUBLISHED IN THE PIQUE NEWSMAGAZINE** on September 22, 2022.

PUBLIC HEARING HELD this 27th day of September, 2022

READ A THIRD TIME this 4th day of October, 2022.

MINISTRY OF TRANSPORTATION AND INFRASTRUCUTRE APPROVAL OF THE BYLAW was granted on _____, 2022

ADOPTED this _____ day of _____, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

**VILLAGE OF PEMBERTON
BYLAW No. 937**

A bylaw to amend Village of Pemberton Blasting Regulation Bylaw No. 714, 2012.

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 Blasting Regulation Bylaw No 714, 2012, Amendment (Permit Duration) Bylaw No. 937, 2022.”

APPLICATION

2. Village of Pemberton Blasting Regulation Bylaw No. 714, 2012 is amended by:

- 2(1)** Inserting the following new definition in section 2 (1) in alphabetical order:

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

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

- 2(2)** Striking out section 4.4 and inserting in its place the following:

A blasting permit shall be valid for a period of ninety (90) calendar days or longer as determined by the Building Official.

- 2(3)** Inserting a new section 4 (7) as follows:

A blasting permit may be renewed for a period determined by the Building Official, upon application to the Building Official and payment of the renewal fee.

- 2(4)** Adding the following statements to section 5:

- (h) Written notice referred to in 5 (e) must be provided a minimum of 48 hours prior to the scheduled blasting period;
- (i) A copy of the written notice referred to in 5 (e) must be provided to the Building Official a minimum of 48 hours prior to the scheduled blasting period.

READ A FIRST TIME this 20th day of September, 2022.

READ A SECOND TIME this 20th day of September, 2022.

READ A THIRD TIME this 20th day of September, 2022.

ADOPTED this 4th day of October, 2022.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

VILLAGE OF PEMBERTON
BYLAW No. 938, 2022

A bylaw to amend Village of Pemberton Fees and Charges Bylaw No. 905, 2021

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 Fees and Charges Bylaw No. 905, 2021, Amendment (Blasting) Bylaw No. 938, 2022.”

APPLICATION

2. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, is amended by:
 - 2(1) Replacing Schedule D, Blasting, with a new Schedule D.

SCHEDULE

3. Schedule D is attached to and forms part of this Bylaw.

READ A FIRST TIME this 20^h day of September, 2022.

READ A SECOND TIME this 20^h day of September, 2022.

READ A THIRD TIME this 20^h day of September, 2022.

ADOPTED this 4th day of October, 2022.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE D – BLASTING

1. The following fees apply to blasting permits:

PERMIT OR SERVICE	PERMIT FEE
BLASTING PERMIT, SINGLE FAMILY RESIDENTIAL LOT, FOR THE CREATION OF A DRIVEWAY OR FOUNDATION ONLY	\$150.00
ALL OTHER BLASTING PERMITS	\$250.00
PERMIT RENEWAL	\$100.00

From: no-reply@webguidecms.ca <no-reply@webguidecms.ca>
Sent: Friday, September 16, 2022 3:21 PM
To: Sheena Fraser <sfraser@pemberton.ca>; Gwendolyn Kennedy <gkennedy@pemberton.ca>
Subject: Website Submission: Write to Mayor & Council - pemberton.ca

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

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

Form Submission Info

First Name: Paige

Last Name: Bell

Street Address: [REDACTED] Reid Rd

PO Box: [REDACTED]

Town/City: Pemberton

Province: Bc

Postal Code: V0N 2 L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Dear members of the Town council,
It has come to my attention that work is underway to complete the "Pemberton Farm Rd East" section of the Friendship Trail. I am a regular user of the Friendship Trail and appreciate all the hard work that has gone into making it happen. I believe it represents the best of Pemberton; it is another positive step toward fostering good relations between the town and Mt. Currie, it supports the Climate Action Plan by encouraging us to get out of our cars, and it fosters healthy living. And every time I ride the trail into town, I am awe-inspired by this beautiful place we call home.
I am saddened to learn that a selection of cedar trees are coming down in order to continue the trail. As well, the building of the trail will potentially compromise the root system of the 400 year old trees on the corner property. I know those trees well. They

are part of what makes the Friendship Trail so special.

I wholeheartedly support the completion of the trail, however, I am asking that we take pause and consider how we could do this differently. Surely there is a way to continue the trail without compromising what we say we stand for: climate action and preserving our natural environment?

I would feel differently if the cedars needed to be removed to allow access to a community facility or place of importance, like a medical building or fire hall. But the trail's whole purpose is to showcase the environment and promote reconciliation. By creating a row of stumps we are doing quite the opposite.

I believe we have the ability to solve this problem if the will is there.

I look forward to hearing from you.

Sincerely,

Paige Bell

Village of Pemberton

From: Pemberton Arts Council <pembertonartscouncil@gmail.com>
Sent: Tuesday, September 27, 2022 2:47 PM
To: Mike Richman <mrichman@pemberton.ca>
Subject: Request for Letters of Support: Pemberton Arts Council

Dear Mayor Richmon and Council

I am contacting you today, to request two letters of support, for Pemberton Arts Council programs. These letters of support would be submitted with upcoming grant applications with the hopes of securing funding for 2023 programs.

If you are able to provide two short letters, speaking about the specific value or impact of each event, that would be greatly appreciated, as each program falls under a different grant.

The programs we are applying for are;

Mountain Muse Festival 2023

We would like to bring back the Mountain Muse festival in 2023 at the same time (late June) with a very similar format, one free family day and one 19+ evening show. We will increase the number of ticket sales, and potentially hire a few musicians from further afield in BC (alongside local talent) to bring an extra element to the event.

This year we had an attendance of 600 + people and hired local 21 arts professionals as part of the event.

Outside Voices Mural Project 2023

After the incredibly positive response to this year's mural at the Health Care Centre, we would like to produce two murals in 2023, one in spring and one in fall.

Our first mural will focus on youth engagement and professional development. Pemberton Arts Council will facilitate a mural camp for local youth/teens. A professional mural artist will be hired to guide the students through the concept creation and production of a collaborative mural design (hopefully at the community centre, but not confirmed).

Our second mural will focus on truth and reconciliation.

This mural will align with the federal Truth and Reconciliation Commission's call to action to provide "a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process".

The design and production of the mural will be produced by a collaboration of a local emerging indigenous artist and a professional mural artist from BC. It will also provide opportunities for other emerging local artists and community members, both indigenous and non-indigenous to participate in the painting of the final design. We would hope to have this completed and a ceremony on Truth and Reconciliation day next year.

If you can provide us with these letters of support it would have a large impact on the success of their approval. If the council needs any more information about this year's work or these initial plans for next year, please let me know

Kind Regards



Anna Lynch (she/her)

Executive Director

Pemberton Arts Council

w: www.pembertonartscouncil.com

p: [REDACTED]

e: pembertonartscouncil@gmail.com

a: PO Box 1169 Pemberton, BC, V0N 2L0



From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: September 27, 2022 4:04 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 271626

Village of Pemberton
E-mail: admin@pemberton.ca

Dear Mayor and Council:

For 32 years, British Columbians have taken October to honour the caregivers in British Columbia that have dedicated themselves to some of this province's most vulnerable children and youth. I am pleased to announce that, once again, this October will be declared Foster Family Month in British Columbia.

This month is about celebrating and honouring caregivers and foster families that have stepped up to help children and youth who are experiencing hardship. The role foster families play in the lives of young people and the contribution they make to their communities is vital to helping children and youth reach their full potential. The impact that they have on the young people in their care will last a lifetime, from stepping up to become a mentor, advocate, and friend, to providing a nurturing and safe home, and responding to each unique situation with love and support. As Minister of Children and Family Development, I wish to express my sincere gratitude for the warmth and dedication that these caregivers and foster families have shown to the children and youth in their care.


Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:

 **Client Relations Branch**
Executive Operations
Ministry of Children and Family Development

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*