



**-REGULAR COUNCIL MEETING AGENDA-**

Meeting #: 1571  
 Date: Tuesday, November 29, 2022, 9:00 am  
 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. **APPROVAL OF AGENDA**  
**Recommendation:**  
 THAT the agenda be approved as presented.
3. **RISE WITH REPORT FROM IN CAMERA**
4. **ADOPTION OF MINUTES** 4  
**Recommendation:**  
 THAT the agenda be approved as presented.
5. **BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**
6. **BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**
7. **COMMITTEE MINUTES - FOR INFORMATION**
8. **DELEGATION**
  - 8.1. **Paul Adams, BC Rural Health Network**
9. **STAFF REPORTS**
  - 9.1. **Office of the CAO**
    - a. Verbal Report
  - 9.2. **Pemberton Fire Rescue**
    - a. Community Resilience Investment Program FireSmart Community Funding and Supports Grant Application 11  
**Recommendation:**  
 THAT an application for grant funding, in an amount up to \$200,000.00, from the Union of BC Municipalities (UBCM) under the Community Resiliency Investment (CRI) program which provides 100% funding for the Village of Pemberton FireSmart program be supported.
  - 9.3. **Development Services**
    - a. SSCS Fee Waiver Request – 1343 Aster Street – Tenant Improvement 13  
**Recommendation:**  
 THAT Council grant 100% of the fees requested for waiver and refund by Sea to Sky Community Services as part of the Pemberton Food Bank tenant improvements at 1343 Aster Street.
    - b. Pemberton Population Growth and Development Overview 20  
**Recommendation:**  
 THAT the Pemberton Population Growth and Development Overview Report, dated November 29, 2022, be received for information.

9.4.	Finance	
	a.	2023 Budget Deliberation and Five Year Financial Plan Schedule 27
		<b>Recommendation:</b>
		<b>THAT</b> Council approve the schedule as presented.
10.	BYLAWS	
11.	MAYOR'S Report	
12.	COUNCILLORS' Reports	
13.	CORRESPONDENCE	
13.1.	Correspondence for Action	
	a.	Alexander Chisholme, dated November 2, 2022 regarding tree cutting on Friendship Trail along Pemberton Farm Road East 30
		<b>Recommendation:</b>
		<b>THAT</b> the correspondence be referred to Staff for response.
	b.	Mike Kelly, dated November 2, 2022 regarding tree cutting on Friendship Trail along Pemberton Farm Road East 31
		<b>Recommendation:</b>
		<b>THAT</b> the correspondence be referred to Staff for response.
	c.	Greg Holland, dated November 2, 2022 regarding lack of child care services in Pemberton 32
		<b>Recommendation:</b>
		<b>THAT</b> the correspondence be referred to Staff for response.
	d.	Jody Tracey, dated November 9, 2022 regarding speeding concerns on Pemberton Farm Rd East 34
		<b>Recommendation:</b>
		<b>THAT</b> the correspondence be referred to Staff for response.
13.2.	Correspondence for Information	
	a.	Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 27, 2022 regarding Sea to Sky Country Constituency Youth Council 35
	b.	Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 28, 2022 announcing the Aquatic Ecosystems Restoration Fund 36
	c.	Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 10, 2022 announcing the launch of the Indigenous Business Navigator
	d.	Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 7, 2022, congratulating new Council 37
		<b>Recommendation:</b>
		<b>THAT</b> Council receives the correspondence for information.
14.	DECISION ON LATE BUSINESS	
15.	LATE BUSINESS	
16.	NOTICE OF MOTION	
17.	QUESTION PERIOD	38

**18. IN CAMERA**

**Recommendation:**

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

**19. RISE WITH REPORT**

**20. ADJOURNMENT OF REGULAR COUNCIL MEETING**

**Recommendation:**

**THAT** the meeting be adjourned.

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

Meeting #: 1569  
 Date: Tuesday, October 18, 2022, 9:00 am  
 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, Corporate & Legislative Services  
 Elena Aranguren, Office Coordinator

MEDIA: 0

PUBLIC:0

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

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**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 9:01am 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) (l) Municipal Objectives and related discussions and Section 90 (1) (k) Negotiations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

**CARRIED**

At 9:01am the Regular Meeting was recessed and Council moved in camera.



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**3. RECONVENE REGULAR MEETING**

At 9:21am Mayor Richman reconvened the regular meeting and made the following statement:

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

**4. ADOPTION OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved as amended to move the Operations Report before the Office of the CAO Reports.

**CARRIED**

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

Council did not rise with report.

**6. APPROVAL OF MINUTES**

**6.1 Regular Council Meeting No. 1568, Tuesday, October 4, 2022**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1568, held Tuesday, October 4, 2022, be approved as circulated.

**CARRIED**

**7. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**

There was no business arising from previous Regular Meetings.

**8. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**

There was no business arising from the previous Committee of the Whole.

**9. COMMITTEE MINUTES - FOR INFORMATION**

There were no Committee Minutes presented.

**10. DELEGATION**

At 9:24am Jennifer Saville, Senior Manager, MNP LLP Accounting, joined the meeting via ZOOM.

**10.1 Jennifer Saville, Senior Manager, MNP LLP Accounting** presented the 2021 Draft Audited Financial Statements

**a. 2021 Draft Audited Financial Statement Presentation**

Moved/Seconded

**THAT** the 2021 Audited Findings and Financial Statements be received.

**CARRIED**

At 9:33am Ms. Saville left the meeting.

**11. STAFF REPORTS**

## 11.1 Operations

At 9:33am Tom Csima, Manager Operations/Projects joined the meeting in Council Chambers and presented the Operations 2022 Third Quarter report.

### a. Operations 2022 Third Quarter Report

Moved/Seconded

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

**CARRIED**

At 10:00 am Mr. Csima left the meeting.

## 11.2 Office of the Chief Administrative Officer

Elizabeth Tracy, Chief Administrative Officer, presented the Office of the CAO 2022 Third Quarter report.

### a. Office of the CAO 2022 Third Quarter Strategic Priorities Update

Moved/Seconded

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

**CARRIED**

### b. Verbal Report

#### Joint Emergency Operations Center (EOC) Exercise

Moved/Seconded

**THAT** the Chief Administrative Officer's verbal update be received.

**CARRIED**

CAO Tracy provided the following updates:

- CAO Tracy acknowledged the work of Public Works staff and commended them on the quick response to the water main break which occurred on Saturday, October 15<sup>th</sup>.
- CAO Tracy acknowledged the Corporate and Legislative department and election officials for their work during the 2022 Elections which were held on Saturday, October 15<sup>th</sup>.
- CAO Tracy recognized the work Pemberton Fire Rescue did to put on the annual Pemberton Fire Safety and Chipper Day held at the Downtown Pemberton Barn on Saturday, October 15<sup>th</sup>.
- On October 5<sup>th</sup>, 2022 the Village of Pemberton, Squamish District and Squamish-Lillooet Regional District participated in a joint Emergency Operations Center (EOC) exercise. All three jurisdictions activated their Emergency Operations Center to collaboratively coordinate a response to a fully simulated large-scaled flood response. This exercise was funded through



the UBCM Community Emergency Preparedness Fund (CEPF) Evacuation Route Planning funding stream. The result was an exceptional teamwork, communication, leadership in the EOC, and the experience provided a great opportunity for staff to feel more confident in their EOC roles.

Moved/Seconded

**THAT** the CAO Verbal report be received.

**CARRIED**

a.

### **11.3 Corporate and Legislative Services**

#### **a. 2022 Third Quarter Regular Council Meeting Outstanding Resolutions Update**

Moved/Seconded

**THAT** the 2022 Third Quarter Regular Council Meeting Outstanding Resolutions Update be received for information

**CARRIED**

#### **b. Corporate & Legislative Services 2022 Third Quarter Administration Report**

Moved/Seconded

**THAT** the Corporate & Legislative Services 2022 Third Quarter Administration Update be received for information.

**CARRIED**

#### **c. Community Enhancement Fund Contributions – Pemberton & District Museum and Archives Society – Pemberton Haunted Museum of Horrors Community Event**

Moved/Seconded

**THAT** funding, in the amount of \$500, be allocated to the Pemberton & District Museum and Archive Society from the Community Enhancement Fund to support the annual Pemberton Haunted Museum of Horrors Halloween event.

**CARRIED**

### **11.4 Finance**

At 10:33am Thomas Sikora, Manager of Finance, joined the meeting in Council Chambers and presented the 2021 Statement of Financial Information (SOFI).

#### **a. 2021 Statement of Financial Information**

Moved/Seconded

**THAT** the 2021 Statement of Financial Information be approved for filing with the Ministry of Municipal Affairs under the *Financial Information Act*.

**CARRIED**

Mr. Sikora left the meeting at 10:36am.

### **11.5 Development Services**

At 10:36am Scott McRae, Manager Development Services, joined the meeting in Council Chambers and presented the Development Services 2022 Third Quarter report.

**a. Development Services 2022 Third Quarter Report**

Moved/Seconded

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

**CARRIED**

Mr. McRae left the meeting at 10:42am.

**11.6 Recreation Services**

**a. Recreation Service 2022 Third Quarter Report**

At 10:42am Christine Burns, Manager Recreation Services, joined the meeting in Council Chambers and presented the Recreation Service 2022 Third Quarter report.

Moved/Seconded

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

**CARRIED**

Ms. Burns left the meeting at 10:57am.

**11.7 Pemberton Fire Rescue**

At 10:57am Cam Adams, Fire Chief, joined the meeting in Council Chambers and presented the Pemberton Fire Rescue 2022 Third Quarter report and Community Emergency Preparedness Funding Opportunity.

**a. Pemberton Fire Rescue 2022 Third Quarter Report**

Moved/Seconded

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

**CARRIED**

**b. Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training Grant Funding Opportunity**

Moved/Seconded

**THAT** an application to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF); Volunteer & Composite Fire Department & Training funding stream for funding, up to an amount of \$30,000, to purchase equipment be supported.

**CARRIED**

Mr. Adams left the meeting at 11:08am.



**12. RECESS REGULAR MEETING**

At 11:08am the regular meeting was recessed.

**13. RECONVENE REGULAR MEETING**

At 11:11am Mayor Richman reconvened the regular meeting.

**14. BYLAWS****15. MAYOR'S Report**

Mayor Richman extended sincere thanks to the current Council and expressed how pleased he is with the work done as a Council for the last four years.

**16. COUNCILLORS' Reports**

Councillor Noble reported on the following events:

- Attended the Signing Ceremony for the Land Transfer Agreement between Lil'wat Nation and Sea to Sky District No. 48 of the former Coast Mountain Outdoor School lands.
- Attended the All-Candidates Meeting.
- Acknowledged the Pemberton Library for giving away copies of indigenous books during Truth and Reconciliation week.

Councillor Noble congratulated the new Council and the incumbent Council, as well as the non-elected candidates for putting themselves forward.

Councillor Craddock reported the following events:

- Attended the Tourism Pemberton meeting.
- Attended the Spelkúmtn Community Forest Interim Board meeting.

Councillor Craddock congratulated Mayor Mike Richman for being re-elected and appreciated the work done with the current council.

Councillor Antonelli congratulated Mayor Richman and Councillor Craddock for being re-elected, and the three new women who were voted in as new council members. She believes that families will be well represented.

Councillor Zant reported the following events:

- Attended the Pemberton Valley Utilities and Services Committee meeting

Councillor Zant will attend the Pemberton & District Library Board meeting and will send notes to Councillor Craddock.

Councillor Zant reminded everyone about the New Transfer Station Grand Opening celebration on November 2, 2022.

Councillor Zant expressed his gratitude to every member of Council and Village staff. He congratulated Mayor Mike Richman and Councillor Craddock for being re-elected and to the new Council members for being voted in.

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- 17. **CORRESPONDENCE**
- 18. **DECISION ON LATE BUSINESS**
- 19. **LATE BUSINESS**
- 20. **NOTICE OF MOTION**
- 21. **QUESTION PERIOD**

There were no questions from the gallery.

**22. IN CAMERA**

Moved/Seconded

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

**CARRIED**

At 11:22am Council moved in camera.

**23. RECONVENE REGULAR MEETING**

At 12:18am Mayor Richman reconvened the regular meeting.

**23. RISE WITH REPORT**

At 12:18 Council rose without report.

**24. ADJOURNMENT OF REGULAR COUNCIL MEETING**

Moved/Seconded

**THAT** the meeting be adjourned.

**CARRIED**

At 12:18pm the meeting was adjourned.

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Mike Richman, Mayor

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Sheena Fraser, Corporate Officer



**Date:** Tuesday, November 29, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Cameron Adams, Fire Chief

**Subject:** Community Resilience Investment Program FireSmart Community Funding and Supports Grant Application

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### **PURPOSE**

The purpose of this report is to seek Council's support in making an application for grant funding up to \$200,000.00 from the Union of BC Municipalities (UBCM) under the Community Resiliency Investment (CRI) program for the 2023 Village of Pemberton FireSmart program.

### **BACKGROUND**

The Community Resiliency Investment (CRI) program is a provincial program intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities and funding request for FireSmart activities.

The FireSmart Community Funding and Supports program is a grant available under the CRI program that provides funding to local governments and First Nations to increase community resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk from wildfire.

### **DISCUSSION & COMMENTS**

Over the past two years, 2021 / 2022, the Village's application was successful in receiving funding to establish temporary / one-year term positions for a FireSmart Program Coordinator and a FireSmart Program Laborer. The role of these positions was to develop a Community Based FireSmart program that increased focus on developments in the Wildland Urban Interface, education for homeowners and home assessments to assist residents on decision making to help them prepare their home in the event of wildfire. Fuel Management activities would continue primarily at the local homeowner level.

Funding through the FireSmart Community Funding and Supports Stream has again been made available to local governments and First Nations communities. In this regard, the Village is seeking funding through this program to continue to support the current FireSmart program into 2024.

### **COMMUNICATIONS**

This initiative does not require communications element.

### **LEGAL CONSIDERATIONS**

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

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

The grant funding supports 100% of the cost of eligible activities to a maximum of \$200,000. Eligible expenditures include consultant costs, applicant staff and administration costs, and public information costs. As well, the funding allows for the development & promotion of local FireSmart activities, FireSmart related equipment, as well as fuel & vegetation management.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

### **COMMUNITY CLIMATE ACTION PLAN**

This initiative aligns with the Community Climate Action Plan strategy, *Close the Loop on Waste*. All organic waste is taken to Sea to Sky Soils for composting. In the first 2 years of the FireSmart program over 25,000 lbs of organic materials, which may otherwise have ended up in the landfill, has been collected and properly disposed.

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

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities through the newly established FireSmart Program, will improve upon the current level of service to the Village and the Fire Service District Service Area. This is a benefit to the community and positively impacts the Squamish-Lillooet Regional District and Lil'wat Nation.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** an application for grant funding, in an amount up to \$200,000.00, from the Union of BC Municipalities (UBCM) under the Community Resiliency Investment (CRI) program which provides 100% funding for the Village of Pemberton FireSmart program be supported.

Prepared by:	Paul Stoker, Pemberton FireSmart Program Coordinator
Manager Approval:	Cameron Adams, Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



**Date:** Tuesday, November 29, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Nikki Segovia, Building and Planning Clerk

**Subject:** SSCS Fee Waiver Request – 1343 Aster Street – Tenant Improvement

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### **PURPOSE**

The purpose of this report is to seek direction from Council on the request from Sea to Sky Community Services (SSCS) to waive the fees for the Building Permit for tenant improvements at 1343 Aster Street, known as the Pemberton Food Bank.

### **BACKGROUND**

At Council Meeting No. 1561, held on May 17, 2022, Council approved the Fee Waiver Policy for Eligible Developments, attached as **Appendix A**. A fee waiver is a means for Council to support and incentivize developments within the community that further Council's strategic priorities and overall objective to enhance the community's quality of life.

The purpose of the policy is to ensure that organizations applying for a fee waiver meet specific criteria; that the application process is consistent; and those eligible developments that are granted fee waivers align with the goals, policies and general operating principles of the Village. The policy lays out eligibility criteria for projects to be considered for fee waiver as well as a procedure for Staff to follow when a request is received. The procedure outlines the information that must be received as part of the request for fee waiver, including a rationale letter summarizing the details of the community benefit and financial statements of non-profit applicants. The policy states that direct costs to the village, such as contractor and consultant fees incurred as part of a project review, will not be eligible for waiver and will still be recovered from the applicant. The policy also makes clear that Council at their sole discretion may grant any percentage of fee waiver up to 100% of the total requested.

SSCS was issued building permit 2022-2148 for a tenant improvement at the Pemberton Food Bank. The permit cost was calculated on the construction value of \$176,514. The Building Permit fee is \$1,535.60, and with the inclusion of the Plumbing Permit fees and the Title/Corporate Search costs, the total cost for the Permit is: \$1,646.60 as shown in **Appendix B**.

As a charitable organization, SSCS has been operating in Pemberton since 1992. Over the last two years, the Pemberton Food Bank has seen the need for services grow and during the pandemic people fed by the food bank increased more than 400%. Included in the renovation is a small community kitchen where workshops can be hosted to cook seasonal foods and repurpose excess or soon-to-expire foods through canning, cooking, and baking. The tenant improvement required in the new space is being funded by grants and donations, and SSCS is

currently seeking to raise the remaining funds required to equip the community kitchen. As such, SSCS is seeking support from the Village by way of a building permit fee waiver.

### **DISCUSSION & COMMENTS**

On June 28, 2022, the Village received a request for fee waiver from SSCS for the building permit fees for the tenant improvement at the Pemberton Food Bank. The amount requested for waiver is \$1,646.60. SSCS has already paid the building permit fee to avoid any delay in processing their application so the amount would be refunded should Council opt to waive 100% of the fees.

Should these fees be waived, the total would be considered foregone revenue in support of community services in the Village of Pemberton. There will not be any direct costs to the Village because of the fee waiver. As stated in the Fee Waiver for Eligible Developments policy and noted above, fees collected to offset consultant services related to the application will not be waived.

FIN-008 states for a project to be eligible for a fee waiver it must be developed by a not-for-profit, community service, or government agency and will provide services supporting the well-being of the community. SSCS is a registered not-for-profit and have provided all required documentation as required by the policy.

The \$2,500 security deposit collected as a routine part of the building permit process for protection of Village infrastructure has been returned to the applicant as the permit has since received full Occupancy and no damage was sustained.

### **COMMUNICATIONS**

This application does not require a communications element.

### **LEGAL CONSIDERATIONS**

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

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

Waiving fees related to development and building is categorized as foregone revenue. Development Services staff time spent processing the permit would normally be offset through development application and building permit fees and subsequent cost recovery. This permit has been processed and issued and took approximately ten (10) hours of Development Services staff time to process, review and issue including correspondence to the applicant.

The permit required six (6) inspections to be conducted by a Building Official. These inspections were conducted by a contract Building Official which means the associated cost is not eligible for waiver as stated in the Fee Waiver Policy for Eligible Developments and will be billed to the applicant as part of the cost recovery process. There was an estimated five (5) hours of staff time worked to issue Occupancy and close out the permit. The amount considered for waiver and refund is not expected to have a negative impact on department budgets due to the volume of development applications received in 2022.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

As stipulated in the Fee Waiver for Eligible Developments policy, this request for fee waiver has been reviewed by the Finance Department.

Interdepartmental Approval by:	Thomas Sikora, Manager of Finance
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### **COMMUNITY CLIMATE ACTION PLAN**

The Tenant improvement will align with the Community Climate Action Plan strategy to close the loop on waste by providing services where soon-to-expire foods can be repurposed, keeping food out of our landfill.

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

This fee waiver request has no impact on other jurisdictions.

### **ALTERNATIVE OPTIONS**

**Option One:** THAT Council grant 100% of the fees requested for waiver and refund by Sea to Sky Community Services as part of the Pemberton Food Bank tenant improvements at 1343 Aster Street.

**Option Two:** THAT Council grant the following percentage *{To be provided by Council}* of the fees requested for waiver and refund by Sea to Sky Community Services as part of the Pemberton Food Bank tenant improvements at 1343 Aster Street.

**Option Three:** THAT the fee waiver request by Sea to Sky Community Services as part of the Pemberton Food Bank tenant improvements at 1343 Aster Street be referred back to staff to address the following considerations:

- {...}

### **RECOMMENDATIONS**

**THAT** Council grant 100% of the fees requested for waiver and refund by Sea to Sky Community Services as part of the Pemberton Food Bank tenant improvements at 1343 Aster Street.

### **ATTACHMENTS:**

- Appendix A:** Fee Waiver Policy for Eligible Developments
- Appendix B:** Fee calculation for Building Permit 2148

Submitted by:	Nikki Segovia, Building and Planning Clerk
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



# Fee Waiver Policy for Eligible Developments

Department:	Finance	Policy No.:	FIN-008
	Development		
Sub-department:	Services	Created By:	Scott McRae
Approved By:	Council	Amended By:	
Approved Date:	May 17, 2022	Amendment Date:	
Meeting No.:	1561	Meeting No.:	

## POLICY

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

## POLICY PURPOSE

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

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

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

## ELIGIBILITY CRITERIA

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

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

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

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

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

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

Additional criteria for eligibility are:

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

## PROCEDURE

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





Date:

21-Jul-22

**Building Permit Fee Checklist**

<b>CIVIC ADDRESS</b>	1359 Aster Street (Unit 1343)	<b>BP No.</b>	2148
<b>OWNER</b>	JADE INVESTMENTS LTD., INC.NO. 391676	<b>AGENT</b>	Chelsea Mueller, Sea to Sky Services
<b>PERMITS BREAKDOWN</b>	<b>COST</b>	<b>COMMENTS</b>	
Building Permit Fee	\$1,535.60	See calculation template below	
Excavation Permit	NA	\$250.00	
Foundation Permit	NA		
Plumbing Permit	\$90.00	\$15 per fixture, min permit fee \$90	
Solid Fuel Burning Device Permit	NA		
Fire Detection & Alarm System Permit	NA		
Fire Suppression System Permit Fee	NA	\$3 per fixture, min. permit fee \$75	
Water Connection Fee	NA	Residential: Bylaw 545/Industrial: Bylaw 496	
Sewer Connection Fee	NA	\$500 plus \$200 for suite	
As-built Deposit	NA		
Security Deposit	\$2,500.00		
Title &/or Corporate Search	\$21.00	\$21/document	
Development Cost Charges	NA	Bylaw 723, 2013	
<b>Sub-Total</b>	<b>\$4,146.60</b>		
(Less Application Fee & Pre-Payments)		Receipt No:	
<b>Total Payable</b>	<b>\$4,146.60</b>		

CALCULATION of ESTIMATED CONSTRUCTION VALUE	AREA (sq. ft.)	Value/square foot	VALUE
All floor Areas		\$260.00	\$0.00
Garage		\$75.00	\$0.00
Deck		\$65.00	\$0.00
Carport		\$65.00	\$0.00
Other (i.e. Breezeway etc.)			
<b>Total Construction Value</b>			<b>\$176,514.70</b>

**Building Permit Fee Details-As Per Fees and Charges Bylaw No 905,2021 - Schedule T**

For each one thousand dollars (\$1,000.00) or fraction thereof of the estimated value of the work up to an estimated value of one hundred thousand dollars (\$100,000.00). \$10.00

And for each one thousand dollars (\$1,000.00) or fraction thereof of the estimated value of the work in excess of one hundred thousand dollars (\$100,000). \$7.00

PERMIT FEE CALCULATION	VALUE	Fee
First \$100,000 @ \$10/\$1000 construction value	\$100,000.00	\$1,000.00
Balance @ \$7/\$1,000 construction value in thousands	\$77	\$535.60
<b>Total Permit Fee</b>		<b>\$1,535.60</b>



**Date:** Tuesday, November 29, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Avery Hargitt, Planning and GIS Assistant

**Subject:** Pemberton Population Growth and Development Overview

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### **PURPOSE**

To provide Council a summary of the latest statistics on current demographics, housing and development in the Village of Pemberton. The presentation aims to illustrate to Council the current state of population and housing, provide some historical context, and provide a forward-looking snapshot of the potential housing supply that could be realized through active development applications.

### **BACKGROUND**

The Village of Pemberton has experienced substantial population growth in the recent past. As population growth has put increasing pressure on the availability of housing throughout Canada, all levels of government are paying greater attention to housing supply statistics. The Village of Pemberton is required by provincial legislation to collect data, analyze trends and present reports that describe current and anticipated housing needs in the community. This information is used as part of the Village's Official Community Plan (OCP) update to demonstrate that adequate lands have been designated for residential development to support the community's housing needs for at least five (5) years. The starting point of assessing housing needs is a detailed analysis of the current housing supply. The data presented in this report represent the first steps staff have taken towards updating the Village's understanding of its current and projected housing supply ahead of the OCP update.

### **DISCUSSION & COMMENTS**

This report draws on census data from Statistics Canada as well as housing and development statistics from the Village of Pemberton's internal records. The data was compiled and analyzed to illustrate trends in the Village and draw comparisons to neighboring communities in the sea-to-sky corridor.

The Village of Pemberton is a small but growing community within the Squamish-Lillooet Regional District (SLRD). The data shows that, while the actual number of additional residents is smaller than neighbouring communities, the Village has grown at a higher percentage rate. The percentage rate is an important indicator as it relates to the relative growth pressure being experienced by a community. A higher percentage rate of growth indicates a greater demand on existing resources to accommodate growth.



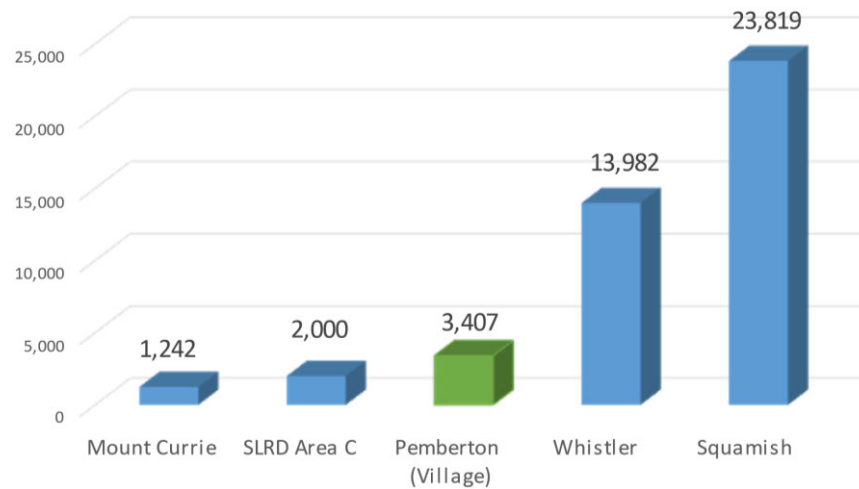
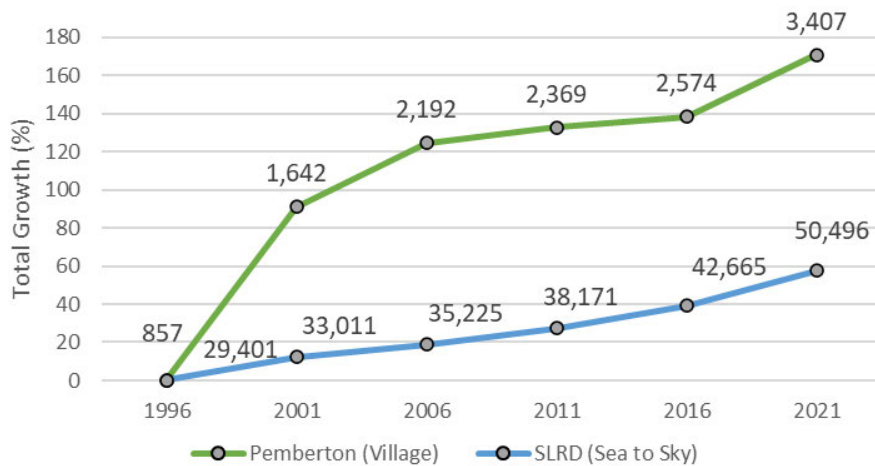


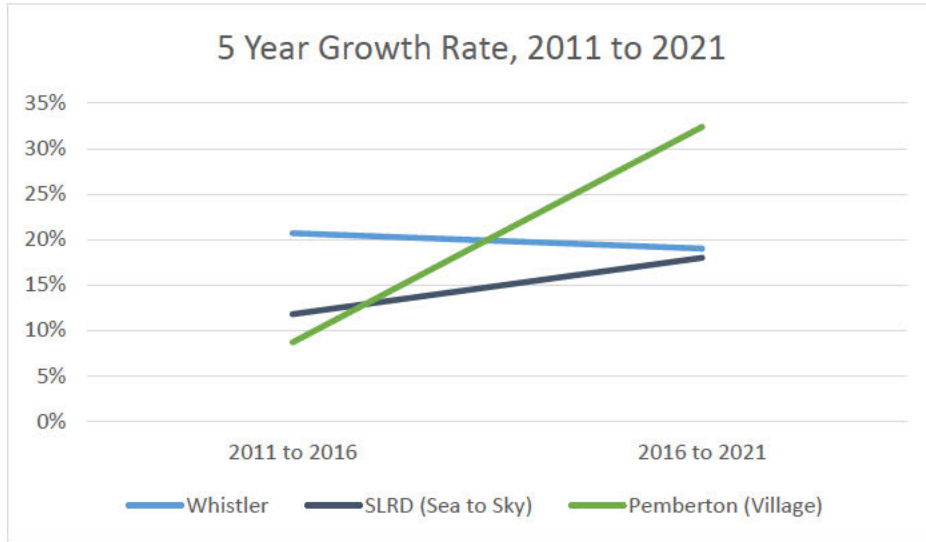
Figure 1: Population Count



Population Change	Pemberton (Village)	SLRD (Sea to Sky)
Change 1996 - 2001	785	3,610
Change 2001 - 2006	550	2,214
Change 2006 - 2011	204	2,946
Change 2011 - 2016	205	4,494
Change 2016 - 2021	833	7,831

Figure 2: Population Growth

The census data from Statistics Canada provides figures for the five-year growth rates for each community. When comparing the last two 5-year periods, 2011 – 2016 and 2016 – 2021, it is clear that the Village of Pemberton’s growth has been accelerating. The chart below also illustrates that the Village is part of a fast-growing region of the province.



Area	2011 to 2016	2016 to 2021
Whistler	20.7%	19.0%
SLRD (Sea to Sky)	11.8%	18.0%
Pemberton (Village)	8.7%	32.4%

Figure 3: Growth Rate

As part of their efforts to prepare for major policy work such as the OCP in the years ahead, Village staff surveyed the data sets available internally. Staff discovered that the Village has detailed data on the number and type or form of dwelling units within the jurisdiction. Housing form is a term used to describe a dwelling unit's basic physical characteristics, for example whether it is a detached house, a townhouse, or within an apartment building. The available data has been taken and validated to the extent possible to generate a simplified breakdown of housing by form. The chart below indicates that the Village has 508 Single Family dwellings, which represent 35% of the total housing supply.

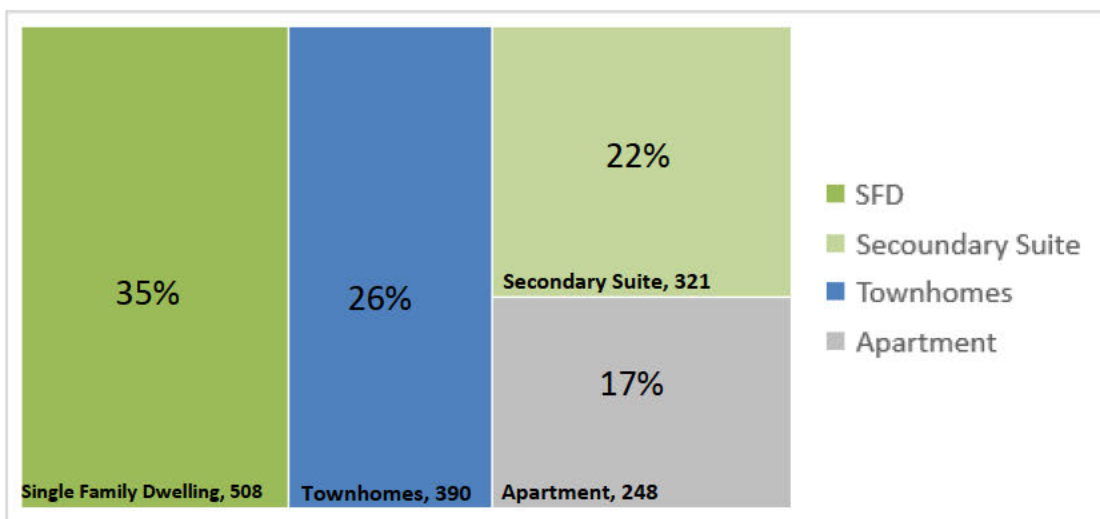


Figure 4: Current Dwellings by Housing Form

Village staff were also able to use the available data to assign a tenure type to each dwelling unit. Housing tenure is a term used to describe the ownership and/or occupancy of a dwelling unit. The tenures of a community’s housing stock are an important consideration as not all members of a community can or want to live in market housing. Diversity of housing tenures is generally accepted as beneficial as it enables a wider range of residents to live and work in the community. Purpose built rental, defined as dwelling units that do not have individual title, is an especially valuable tenure type for creating depth in the rental market. Purpose built rental is classified as affordable housing in the Village’s Age Friendly Affordable Housing Action Plan for this reason. Dwellings by tenure data is presented to show potential rentable dwellings compared to owned.

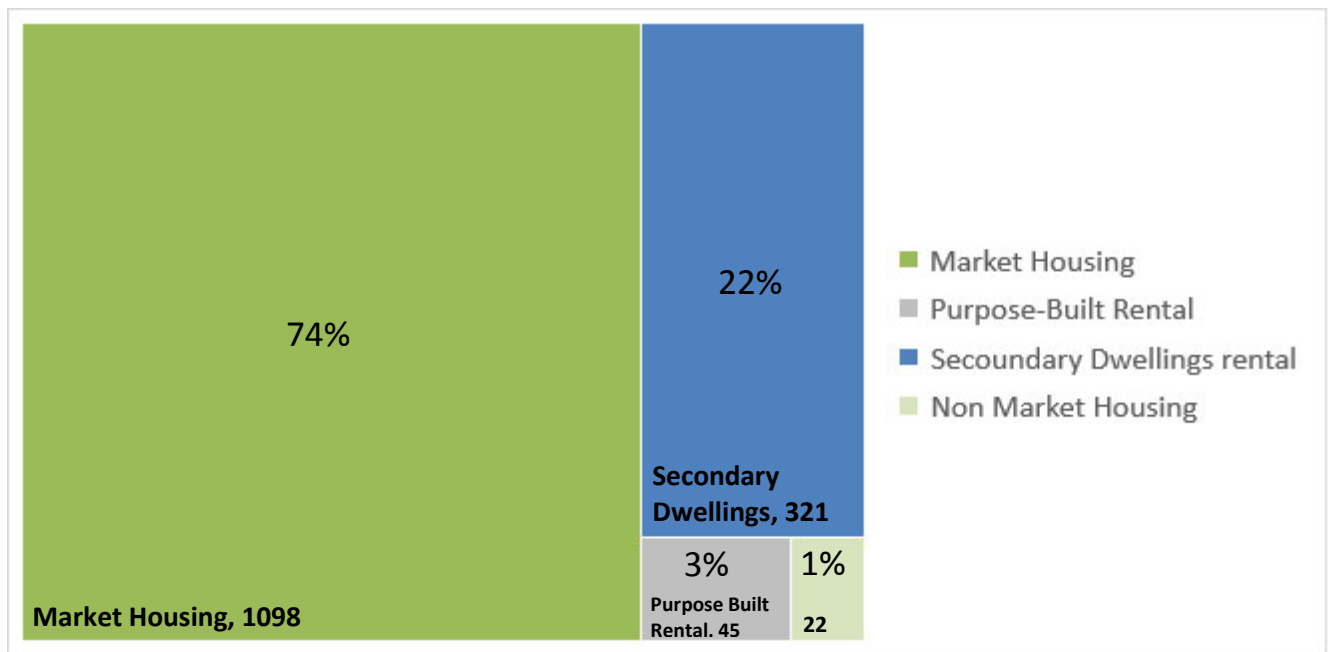


Figure 5: Dwellings by Tenure

Data from active development applications was compiled to help gather insights on the number of proposed dwelling units in each stage of development and the geographic distribution of proposed new dwellings. It is important to acknowledge that these counts are only hypothetical and based on current applications received and in progress. It is anticipated that some of these development projects may not come to fruition due to an array of factors including project specific challenges or broader economic conditions. The data represents the top of the range of possible outcomes based on what is known at the present moment.

It is also important to recognize that the different stages of development do not form a continuous process where all projects must flow from one stage to the next in a linear manner. Some projects may require only a Development Permit while others may also require a Zoning Amendment, however all dwelling units require building permits to be built. Since both the likelihood of completion and timeline to occupancy are correlated with different development stages, there is value in visualizing proposed dwelling count by development stage. A proposed dwelling at the building permit stage is more likely to be completed and occupied sooner than a dwelling unit proposed as part of an OCP amendment. The following chart displays the number of potential dwellings and type with respect to what stage in the application process each unit is.

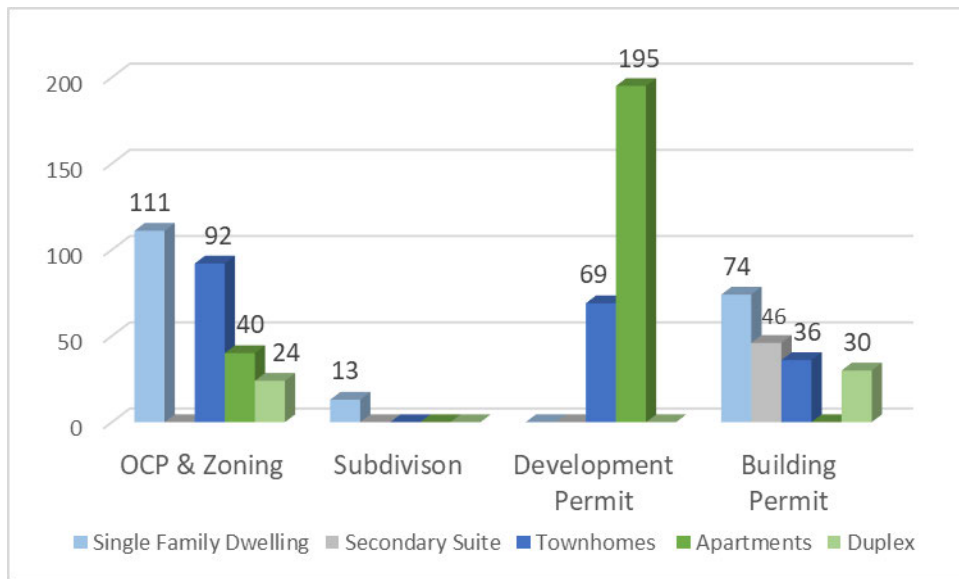


Figure 6: Proposed Dwelling Count by Housing Form grouped by application type

The proposed dwellings data has also been grouped to show where in the Village the application is located. The figure below indicates how the sub areas were classified.

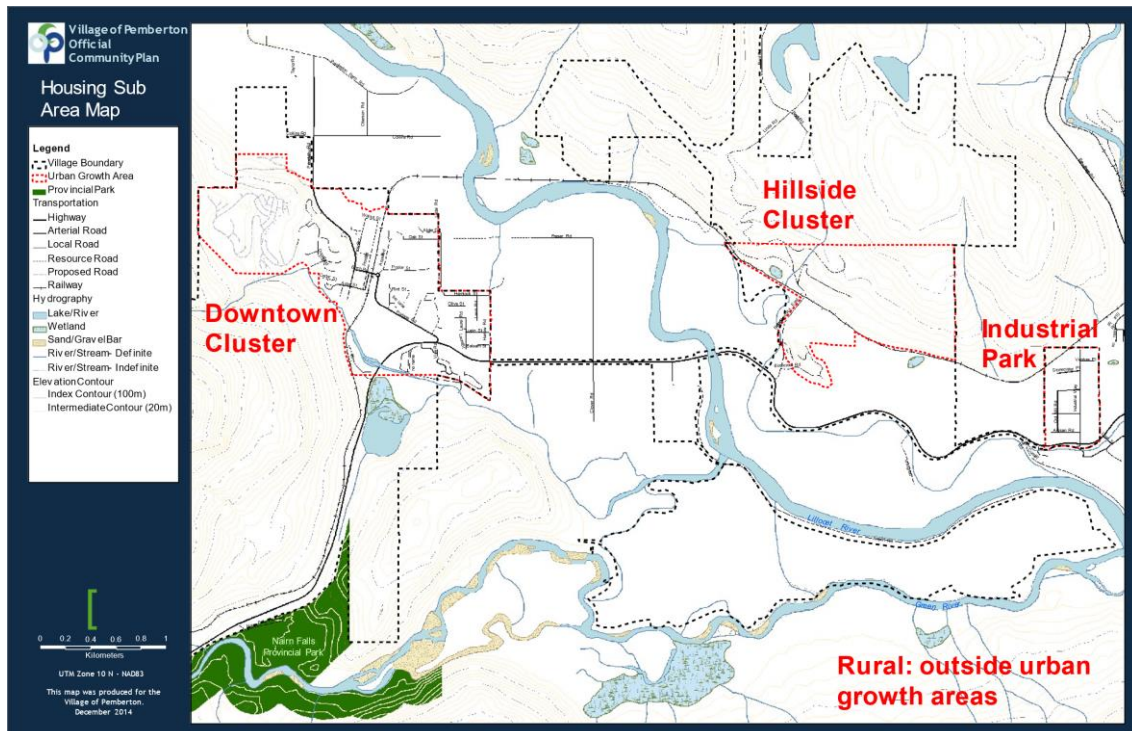


Figure 7: Housing Sub Area Map

Most new dwelling units are proposed in the core of the Village, labelled the Downtown Cluster for categorization purposes. Almost all the remaining new units are proposed in the Hillside Cluster, encompassing Sunstone, The Ridge, and the Plateau. There is one active building permit in the Industrial Park that has proposed new dwellings which is not shown below for simplicity.

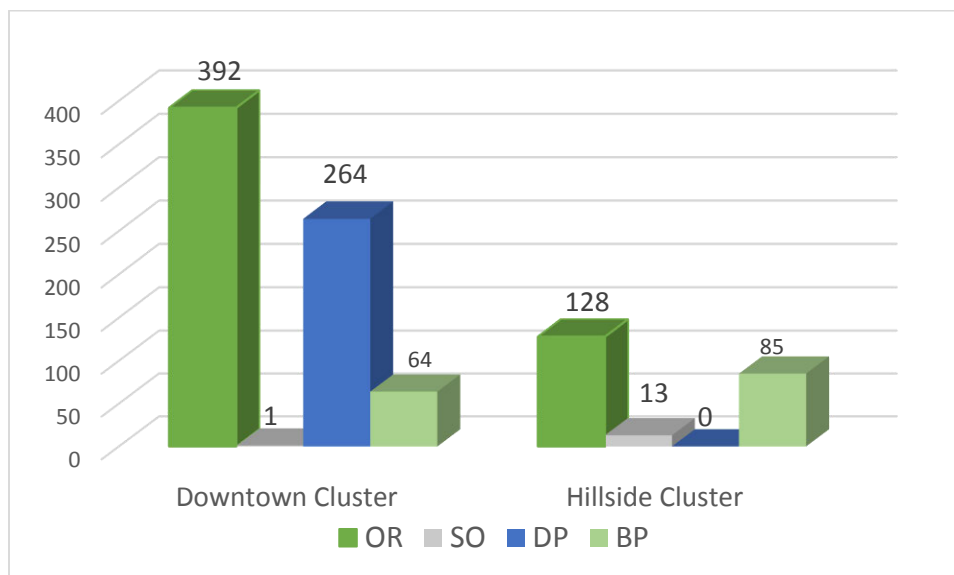


Figure 8: Proposed Dwelling unit count by Application Types grouped by Sub Area

## **COMMUNICATIONS**

The Development Services department data is for council insight and department use.

## **LEGAL CONSIDERATIONS**

There are no legal considerations.

## **IMPACT ON BUDGET & STAFFING**

This report is presented for information. There is no impact on budget and staffing.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

## **COMMUNITY CLIMATE ACTION PLAN**

There is no related information to the community climate action plan.

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

There are no impacts on the region or neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

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

**RECOMMENDATIONS**

**THAT** the Pemberton Population Growth and Development Overview Report, dated November 29, 2022, be received for information.

**ATTACHMENTS:** NONE.

Submitted by:	Avery Hargitt, Planning and GIS Assistant
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



**Date:** Tuesday, November 29, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

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

**Subject:** **2023 Budget Deliberation and Five Year Financial Plan Schedule**

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**PURPOSE**

To present to Council the proposed 2023 – 2027 Five Year Financial Plan Budget Timeline for scheduling purposes.

**BACKGROUND**

Annually, Staff prepares a budget deliberation timeline for review and consideration by Council. The timeline is proposed to align with Council’s meeting schedule and will allow for the Budget to be completed by the end of April or early May, as Bylaws must be submitted to the Ministry of Municipal Affairs and Housing before May 15<sup>th</sup>, 2023.

**DISCUSSION & COMMENTS**

To meet legislated timelines for submission of the 2023 – 2027 Five Year Financial Plan and Tax Rate Bylaws, Staff proposes the following timeline, with the addition of the above noted extra Committee of the Whole meetings on alternate dates:

<b>Date</b>	<b>Description</b>
<b>Tuesday, November 29, 2022</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>• Draft Budget Timeline Report to Council</li> </ul>
November 2022- January 2023	Meetings/Discussion with Managers and CAO to finalize projects and priorities.
Tuesday, January 31, 2023	Committee of the Whole Meeting <ul style="list-style-type: none"> <li>• Introduction to Budget</li> </ul>
Tuesday, February 21, 2023	Committee of the Whole Meeting <ul style="list-style-type: none"> <li>• Budgeting Session – 2023 Revised Operating, Approved Capital and Project Budgets</li> </ul>
Tuesday, March 7, 2023	Committee of the Whole – Save the Date <ul style="list-style-type: none"> <li>• Budget Session if required</li> </ul>
<b>Tuesday, March 14, 2023</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>• Budget Public Information Session (review prior to Council)</li> </ul>
<b>Tuesday, March 28, 2023</b>	<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>• Tax Implications of 2023 Revised Draft Budget</li> </ul>

Tuesday, April 4, 2023	Committee of the Whole – Save the Date <ul style="list-style-type: none"> <li>• Budget Session if required</li> </ul>
<b>Tuesday, April 11, 2023</b>	<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>• Budgeting Session – 2023 Final Budget with Tax Implications and 5 Year Financial Plan review prior to Bylaws coming forward for adoption.</li> </ul>
Tuesday, April 18, 2023	Committee of the Whole – Save the Date <ul style="list-style-type: none"> <li>• Budget Session if required.</li> </ul>
<b>Tuesday, May 9, 2023</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>• 2023 - 2027 Five Year Financial Plan Bylaw 1st, 2<sup>nd</sup> and 3<sup>rd</sup> readings.</li> <li>• 2023 Tax Rates Bylaw 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings</li> </ul>
Thursday, May 11, 2023	Special Council Meeting <ul style="list-style-type: none"> <li>• 2023 – 2027 Five Year Financial Plan Bylaw – adoption (s. 165 CC)</li> <li>• 2023 Tax Rates Bylaw - adoption (s.197 CC)</li> </ul>

**NOTE:** Bold indicates Regular Council Meeting dates as per the 2023 Meeting Schedule approved by Council

**COMMUNICATIONS**

Once the format and date for public consultation have been determined, Staff will provide notification through the eNEWS, Village Website and Facebook (Village’s page), as well as newspaper advertisement(s).

**LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

**IMPACT ON BUDGET & STAFFING**

The Five-Year Financial Plan and Tax Rates Bylaws must be adopted and forwarded to the Ministry of Municipal Affairs and Housing before May 15, 2023. The timeline provided above will enable the Village to meet this requirement.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There will be impact on all departments to prepare departmental projects and costs to be included in the 2023 – 2027 Five Year Financial Plan, which can be accommodated in each departments’ work plan.

**COMMUNITY CLIMATE ACTION PLAN**

The budget will seek to incorporate recommendations from the Community Climate Action Plan. Where possible, incremental impact and benefit of initiatives, projects, and activity will be considered, measured and evaluated as part of the 2023 budget process.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There is no impact on the region or neighboring jurisdictions.



**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Council approve the schedule as presented.

**ATTACHMENTS:**

**Appendix A:** 2023 Proposed Regular Council Meeting Schedule

Prepared & Submitted by:	Thomas Sikora, Manager of Finance
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**From:** no-reply@webguidecms.ca <no-reply@webguidecms.ca>  
**Sent:** Wednesday, November 2, 2022 6:04 PM  
**To:** Sheena Fraser <sfraser@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:** Alexander

**Last Name:** Chisholme

**Street Address:** [REDACTED]

**PO Box:**

**Town/City:** Pemberton

**Province:** BC

**Postal Code:** V0N2L1

**Phone Number:** [REDACTED]

**Email:** [REDACTED]

**Please attach any related documents (if applicable):**

**Message to Mayor & Council:** I have heard that there are some very large old trees slated to be cut down on the Pemberton Farm Road to make way for a new access path.

I am opposed to the idea of cutting the trees. I haven't been able to find much information on the decision making process for all the options made available to facilitate the trail in that area. If you could provide me with that it would be much appreciated.

Im not sure if there was or is able to be a public hearing to address the new construction of this trail. Im sure you have all done your due diligence to ensure that there is no other way to have the trail in that area then to have some of the large trees removed.

I am obviously not privy to all the logistics of the construction of this trail and may see once presented with the info that in fact it does make the most sense to remove the large trees. Look forward to hearing from you thanks so much

**From:** no-reply@webguidecms.ca <no-reply@webguidecms.ca>  
**Sent:** Wednesday, November 2, 2022 1:43 PM  
**To:** Sheena Fraser <sfraser@pemberton.ca>; Gwendolyn Kennedy - Disabled <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:** Mike

**Last Name:** Kelly

**Street Address:** [REDACTED] Drive

**PO Box:**

**Town/City:** Pemberton

**Province:** BC

**Postal Code:** V0N 2I3

**Phone Number:** [REDACTED]

**Email:** [REDACTED]

**Please attach any related documents (if applicable):**

**Message to Mayor & Council:** I understand you are planning to cut down old growth cedar trees as part of a trail and road upgrade on Pemberton Farm Rd east.

This is wrong, these trees should not be taken down,  
Please adjust your plans.

Mike

Village of Pemberton

**From:** no-reply@webguidecms.ca <no-reply@webguidecms.ca>  
**Sent:** Wednesday, November 2, 2022 12:51 PM  
**To:** Sheena Fraser <sfraser@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: Greg

Last Name: Holland

Street Address: [REDACTED] Road

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N2L1

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

**Message to Mayor & Council:** Hi All, congratulations on your your recent elections.

Like many in Pemberton, we're struggling with child care, we have a 15 month old, and with zero prospects of any daycare, we're juggling multiple nanny shares. Whilst this is working, it's extremely expensive (it's costing us (~\$2400/month), it's cash only, meaning we can't benefit from any subsidies, and said nannies likely aren't contributing to the tax base. Not a good situation for anyone, but there is no other option.

We are extremely grateful for the hard work to secure funding for expanding the daycare, however the new spots are for 3-5 year olds only. Hopefully we'll benefit from this once our daughter is 3, but it doesn't help anyone with a 1-3 year old.

I hope additional focus is on finding a solution for the 1-3 age bracket, whether this is additional expansion of the children's centre, or finding a new space, possibly in the new S2S community services building.

Appreciate all of your hard work.

Thanks,

Greg

Village of Pemberton

**From:** Jody Tracey <[REDACTED]>  
**Sent:** November 9, 2022 5:29 PM  
**To:** VoP Admin <[admin@pemberton.ca](mailto:admin@pemberton.ca)>  
**Subject:** Speeding / ATTN Mayor and Council

Dear Mayor and Council,

I want to bring an ongoing issue to your attention, I am an owner at Pemberton Plateau townhomes just north of town and the new development going on up the street is having a negative impact on myself and the people that live here.

The speeding was bad before the speed sign got taken away but now that it's gone people are doing double the speed limit past our complex entrance / exit and this is every 10 mins.

We have a local mother of 2 walking in the middle of the road sometimes to try and slow down the construction workers, delivery people, I've even seen VOP and Police vehicles speeding here. That isn't right.

Things that we've tried, we have made homemade signs going in both directions, called the police and reported drivers, called companies to complain about dangerous drivers, taken matters into our own hands and stopped drivers by walking in front of them to try and educate people it's a 30!

I wanted to come to you with a solution instead of a problem, to most people driving through our street they either don't see our complex or don't care so what if the VOP created signs drawing attention to our complex. Or maybe a crosswalk, a sign saying "caution drivers exiting," babies, dogs, "respect our neighbourhood and do the speed limit" There is 0 signage on our street except a few 30km/h and no parking signs that most people don't even see.

I know we are getting the friendship trail and that is great but it still isn't addressing the speeding issue. Unless there is some enforcement or a change in the road way people are going to continue to drive as fast as they want because who's going to stop them?

The bottom line here is someone is going to get seriously injured or killed unless we do something and I really want to prevent it that from happening.

Thank you for listening,

Jody Tracey  
[REDACTED]



*Patrick Weiler*

Member of Parliament  
West Vancouver-Sunshine Coast-Sea to Sky Country

October 27, 2022

Dear Friends & Neighbours,

We are now accepting applications for the 2023 West Vancouver-Sunshine Coast-Sea to Sky Country Constituency Youth Council (CYC)!

The CYC is a valuable opportunity for youth aged 15 to 21 to engage in the political process and get involved in our community. This is a non-partisan group of youth that gather to discuss and take action on political issues that are of relevance to their generation. The CYC provides valuable input to help guide MP Patrick Weiler and the federal government in addressing these issues, and is a unique opportunity for youth to get involved in politics.

The typical time commitment involved in being part of the CYC is 1-2 monthly meetings for a total of approximately 2 hours per month. These meetings are a mixture of virtual and in-person.

Projects undertaken by past CYCs have ranged from food drives, hosting public forums, sending out community surveys, writing ministerial letters, and arranging MP visits to schools. Past councils have been focused on tackling important issues such as climate change, gender equality, youth employment, and civic education.

Apply now to join the CYC using this form: 

Deadline for application: Sunday, November 20, 2022, 11:59pm

If you have any questions, please do not hesitate to reach out to our office.

Sincerely,



Patrick Weiler, MP  
West Vancouver-Sunshine Coast-Sea to Sky Country

*Constituency* *Ottawa*  
6367 Bruce Street Suite 282, Confederation Building  
West Vancouver 229 Wellington Street, Ottawa  
British Columbia V7W 2G5 Ontario K1A 0A6  
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620





*Patrick Weiler*

Member of Parliament  
West Vancouver-Sunshine Coast-Sea to Sky Country

October 28, 2022

Dear Friends & Neighbours,

The Aquatic Ecosystems Restoration Fund (AERF) supports projects that conserve and restore marine ecosystems. Projects will cover all of Canada's coasts and further inland to create opportunities for freshwater and oceans sectors, and coastal and upstream inland communities.

The Government of Canada supports efforts to address threats within aquatic ecosystems to protect aquatic species and promote sustainable aquatic environments. This work will also help ensure continued economic prosperity for coastal and inland communities across the country.

During the next phase of the Oceans Protection Plan, Aquatic Ecosystems Restoration Fund projects will address impacts on Canadian aquatic environments on all coasts. These will include coastal and upstream inland aquatic restoration with a focus on addressing root causes of disturbances. The new initiative will help conserve and restore aquatic life and habitats, and will engage Indigenous groups and local communities in restoration activities.

The Aquatic Ecosystems Restoration Fund replaces the Coastal Restoration Fund which was launched in 2017 as part of the Oceans Protection Plan to preserve and restore marine ecosystems. The AERF is intended for medium to large projects along Canada's coasts, ranging from a \$200,000 to \$1 million per year funding request, for a maximum of 4 years. However, requests as low as \$50,000 will be considered if they are of strategic value.

If you are interested in applying for the AERF and would like more information on the application process, [please visit this webpage](#). The application deadline is November 28, 2022.

If you have any questions, please do not hesitate to reach out. We are happy to support your application in any way that we can.

Sincerely,



Patrick Weiler, MP  
*West Vancouver-Sunshine Coast-Sea to Sky Country*

*Constituency* *Ottawa*  
6367 Bruce Street Suite 282, Confederation Building  
West Vancouver 229 Wellington Street, Ottawa  
British Columbia V7W 2G5 Ontario K1A 0A6  
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620



Dear Mayor Richman and the  
Village of Pemberton Council,

Congratulations on earning the  
honour to serve your community  
in your new or continued capacity.

I look forward to working  
with you to improve the lives of  
all those that live in Pemberton.

My office and I are always available  
to assist in the capacities that  
we can.

Best Regards,

Patrick Weiler

## 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*