



-REGULAR COUNCIL MEETING AGENDA-

Meeting #: 1572
 Date: December 13, 2022, 3:00 pm, 5:30 pm
 Location: Council Chambers
 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 (3:00pm)**
Recommendation:
 THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (a) personnel (g) litigation or potential litigation affecting the municipality, (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 **Inaugural Council Meeting No. 1570, Tuesday, November 1, 2022** 4
Recommendation:
 THAT the minutes of Inaugural Council Meeting No. 1570, held Tuesday, November 1, 2022, be adopted as circulated.
 - 7.2 **Regular Council Meeting No.1571, Tuesday, November 29, 2022** 12
Recommendation:
 THAT the minutes of Regular Council Meeting No.1571, held Tuesday, November 29, 2022, be adopted 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**
 - 11.1 **Anna Lynch and Joan Richoz - Pemberton Arts Council** 17
12. **STAFF REPORTS**
 - 12.1 **Office of the CAO**
 - a. **Pemberton Community Centre Nature Play Park Relocation - Verbal Report** 19
 THAT Council provide direction.
 - 12.2 **Corporate and Legislative Services**

- a. Electronic and Hybrid Meetings Policy 21
Recommendation:
THAT the Electronic and Hybrid Meeting Policy (COU-012) be approved.

12.3 Development Services

- a. Variance to Road Standards, Sun God Mountain Way (DVP No. 132) Subdivision and Development Control Bylaw No. 677, 2011 40

Recommendation:

THAT Council authorize issuance of DVP No. 132 to 1293566 BC Ltd to vary the Hillside Collector road standard for a portion of Sun God Way.

- b. OR135 – Official Community Plan and Zoning Amendment, Early and Ongoing Consultation 49

Recommendation:

THAT Council has considered the obligations under Section 475 of the *Local Government Act* with respect to the Official Community Plan and Zoning Amendment application by Riverside (Pemberton) Nominee Ltd. on property located at 7362 Pemberton Farm Road East, LOT C DISTRICT LOT 211 LILLOOET DISTRICT PLAN EPP40824, PID 030-164-532 and requests that the applicant organize, advertise, and host at least one (1) additional public information meeting at a venue considered widely accessible prior to consideration of First and Second reading of the forthcoming OCP amending bylaw.

Recommendation:

THAT Council has considered Section 475 of the *Local Government Act* and directs staff to consult with the following organizations before consideration of First and Second Reading to the forthcoming OCP amending bylaw:

- Lil'wat Nation
- Squamish-Lillooet Regional District (SLRD)
- Agricultural Land Commission
- Ministry of Transportation and Infrastructure
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- School District No. 48 – Sea to Sky
- School District No. 93 - Consular Scholaire Francophone de la BC
- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro

13. BYLAWS

- 13.1 Parking and Traffic Control Amendment (ICBC Decal Requirement Change) Bylaw No. 939, 2022 57

Recommendation:

THAT Village of Pemberton Parking and Traffic Control Amendment (ICBC Decal Requirement Change) Bylaw No. 939, 2022, be given first, second and third readings.

14. MAYOR'S Report

15. COUNCILLORS' Reports

16. CORRESPONDENCE FOR ACTION

16.1	Marnie Simon, President, Pemberton Health Care Foundation, dated November 16, 2022, funding request to support the foundation.	60
	Recommendation: THAT a contribution, in an amount determined by Council, be made from the Community Enhancement Fund, to the Pemberton & District Community Health Care Foundation to support the annual fundraising campaign	
16.2	Shalan Kelly, BC Public Relations, BC Council, Girl Guides of Canada, dated November 28, 2022, seeking support for Guiding Lights across BC.	62
	Recommendation: THAT the Village support the BC Girl Guides annual Guiding Lights Across BC Celebration on February 22, 2023 by raising awareness through social media posts and lighting a community tree in blue lights.	
16.3	Kieran Hale, GM, Community Futures Howe Sound, dated December 2, 2022, Rural Economic Diversification and Infrastructure Program grant application.	64
	Recommendation: THAT Council provides a letter of support for the Sea to Sky Outdoor Adventure Recreation Enterprise Society (SOARE) grant application to the Rural Economic Diversification and Infrastructure Program (REDIP).	
16.4	Gaby Barnes, Food System Manager, Squamish Food Policy Council, Squamish Food Policy Council dated December 5, 2022 requesting a letter of support for the Rural Economic Development Infrastructure Program grant application.	86
	Recommendation: THAT Council provides a letter of support for the Squamish Good Food Policy Council grant application to the Rural Economic Diversification and Infrastructure Program (REDIP).	
17.	CORRESPONDENCE FOR INFORMATION	
17.1	Chima Nkemdirim, VP Government Relations, and Kiersten Enemark, Government Relations Director, Shaw Communications Inc. dated November 24, 2022 - congratulating new Council.	88
17.2	Whitney Deane, Stakeholder Engagement Advisor, BC Hydro, dated November 25, 2022, Pemberton Substation Rebuild Project Notification	89
17.3	Sarah Herring, BC SPCA Government Relations Officer, dated November 30, 2022, congratulating new Council.	91
	Recommendation: THAT Council receives the correspondence for information.	
18.	DECISION ON LATE BUSINESS	
19.	LATE BUSINESS	
20.	NOTICE OF MOTION	
21.	QUESTION PERIOD	99
22.	IN CAMERA, CONTINUED	
	Recommendation: THAT the meeting is closed to the public in accordance with the <i>Community Charter</i> Section 90 (1) (a) personnel (g) litigation or potential litigation affecting the municipality, (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.	
23.	RISE WITH REPORT	
24.	ADJOURNMENT OF REGULAR COUNCIL MEETING	
	Recommendation: THAT the meeting be adjourned.	

VILLAGE OF PEMBERTON
-INAUGURAL COUNCIL MEETING MINUTES-

Meeting #: 1570
 Date: Tuesday, November 1, 2022, 5:30 pm
 Location: Council Chambers
 7400 Prospect Street

COUNCILLORS: Mayor Mike Richman
 Councillor Ted Craddock
 Councillor Jennie Helmer
 Councillor Katrina Nightingale
 Councillor Laura Ramsden

STAFF: Elizabeth Tracy, Chief Administrative Officer
 Sheena Fraser, Manager of Corporate & Legislative Services
 Elena Aranguren, Office Coordinator

PUBLIC: 18

MEDIA:

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

1. WELCOME BY CHIEF ADMINISTRATIVE OFFICER ELIZABETH TRACY

At 5:32pm. Elizabeth Tracy, Chief Administrative Officer, called the meeting to order and welcomed Councillors and Mayor-Elect with 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.

Good evening and welcome to the inaugural meeting of the Village of Pemberton Council.

My name is Elizabeth Tracy and I am the Chief Administrative Officer for the Village of Pemberton.

It is with great pleasure that we are here tonight to swear-in to office the newly elected council for the Village of Pemberton.

On behalf of myself and village staff, I would like to take this opportunity to congratulate Mike Richman on being re-elected to the position of Mayor and Councillor Ted Craddock on his re-election to Council.

Congratulations and a very warm welcome to Councillors-elect Jennie Helmer, Katrina Nightingale and Laura Ramsden.

We look forward to working together for the next four years and are excited about the energy a new council brings to the table.

The proceedings for this evening's meeting will be as follows:

Sheena Fraser, Manager of Corporate & Legislative Services, in her capacity as Corporate Officer, will conduct the swearing in portion of the evening. Once sworn in each newly elected council member will take their seat at the council table.

Upon completion of the swearing in ceremony there will be a brief opportunity for photos.

Upon conclusion of the photo opportunity Mayor Richman will open the inaugural meeting of council.

I would like to now call upon Ms. Fraser to begin the swearing in of each member of council.

2. CORPORATE OFFICER TO ADMINISTER OATH OF OFFICE TO:

At 5:34pm Corporate Officer Sheena Fraser Administered the Oath of Office to:

Mayor-Elect Mike Richman
 Councillor-Elect Ted Craddock
 Councillor-Elect Jennie Helmer
 Councillor-Elect Katrina Nightingale
 Councillor-Elect Laura Ramsden

At the conclusion of the Oath of Office Mayor and Council took their seats at the Council table.

3. MAYOR ASSUMED THE CHAIR OF THE MEETING

At 5:40pm the Mayor Mike Richman assumed the chair of the meeting and called the meeting to order.

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

4. APPROVAL OF THE AGENDA

Moved/Seconded

THAT the agenda was approved as presented.

CARRIED

5. INAUGURAL STATEMENTS BY NEWLY ELECTED MAYOR AND COUNCIL

The newly elected council members each spoke noting they were grateful for the opportunity and excited to work with Council and staff members for the next four years.

For individual Council statements, please watch the recorded video of the Inaugural Council Meeting on our website: www.pemberton.ca

6. SQUAMISH-LILLOOET REGIONAL DISTRICT BOARD APPOINTMENT

Squamish-Lillooet Regional District Board appointments will be made at the meeting.

6.1 Squamish-Lillooet Regional District Board

Moved/Seconded

THAT Mayor Mike Richman be appointed as the Village of Pemberton representative to the Squamish-Lillooet Regional District Board;

AND THAT Councillor Katrina Nightingale be appointed as the Village of Pemberton alternate to the Squamish-Lillooet Regional District Board.

CARRIED

6.2 Sea to Sky Regional Hospital District Board

Moved/Seconded

THAT Mayor Mike Richman be appointed as the Village of Pemberton representative to the Sea to Sky Regional Hospital District Board;

AND THAT Councillor Katrina Nightingale be appointed as the Village of Pemberton alternate to the Sea to Sky Regional Hospital District Board.

CARRIED

6.3 Pemberton Valley Utilities and Services Committee

Moved/Seconded

THAT Mayor Mike Richman and Councillor Laura Ramsden be appointed as the Village of Pemberton representative to the Pemberton Valley Utilities & Services Committee.

CARRIED

6.4 Pemberton Lillooet Treaty Advisory (PLTAC)

Moved/Seconded

THAT Mike Richman be appointed as the Village of Pemberton representative to the Pemberton Lillooet Treaty Advisory Committee;

AND THAT Councillor Katrina Nightingale appointed as the Village of Pemberton alternate to the Pemberton Lillooet Treaty Advisory Committee.

CARRIED

7. OTHER BOARD/COMMITTEE APPOINTMENTS

To be presented at the meeting.

7.1 Pemberton & District Library Board

Moved/Seconded

THAT Councillor Katrina Nightingale be appointed as the Village of Pemberton representative to the Pemberton & District Library Board.

AND THAT Councillor Laura Ramsden be appointed as the Village of Pemberton alternate to the Pemberton & District Library Board.

CARRIED

7.2 Cemetery Committee

Moved/Seconded

THAT Councillor Katrina Nightingale be appointed as the Village of Pemberton representative to the Cemetery Committee.

AND THAT Councillor Jennie Helmer be appointed as the Village of Pemberton alternate to the Cemetery Committee.

CARRIED

7.3 Municipal Insurance Association of BC (MIABC)

Moved/Seconded

THAT Councillor Ted Craddock be appointed as the Village of Pemberton representative to the Municipal Insurance Association of BC.

AND THAT Councillor Jennie Helmer be appointed as the Village of Pemberton alternate to the Municipal Insurance Association of BC.

CARRIED

8. ACTING MAYOR SCHEDULE

Moved/Seconded

THAT the Councillors Craddock, Helmer, Nightingale and Ramsden assume the role of Acting Mayor according to the schedule below:

Councillor	Dates of Acting Mayor Assignment
Ted Craddock	December 2022, January 2023, February 2023
Jennie Helmer	March, April and May 2023
Katrina Nightingale	June, July and August 2023
Laura Ramsden	September, October, November 2023

CARRIED

8.1 Other Appointments

(i) Parcel Tax Review

Moved/Seconded

THAT Councillor Craddock, Helmer and Ramsden be appointed as the Village of Pemberton representative to the Parcel Tax Reviewed Panel for 2023.

CARRIED

(ii) Emergency Planning & Operations Committee

Moved/Seconded

THAT Councillor Laura Ramsden be appointed as the Village of Pemberton representative to the Emergency Planning & Operations Committee.

AND THAT Councillor Jennie Helmer be appointed as the Village of Pemberton alternate to the Emergency Planning & Operations Committee.

CARRIED

(iii) Regional Economic Development Collaborative

Moved/Seconded

THAT Councillor Laura Ramsden be appointed as the Village of Pemberton representative to the Regional Economic Development Collaborative.

AND THAT Councillor Katrina Nightingale be appointed as the Village of Pemberton alternate to the Regional Economic Development Collaborative.

CARRIED

(iv) Liaison to other Committees/Boards

Moved/Seconded

THAT Councillor members attend meetings of other community groups to act in a liaison capacity as follows:

Pemberton Valley Dyking District	Ted Craddock
Agricultural Advisory Committee (SLRD)	Laura Ramsden
Pemberton Valley Trails Association	Katrina Nightingale
Pemberton Arts Council – new	Katrina Nightingale
Tourism Pemberton	Ted Craddock

CARRIED

9. FINANCE

9.1 Banking Resolution - Authorized Signatories

Moved/Seconded

THAT the following Council members be named as signing authorities for the Village of Pemberton:

Mike Richman – Mayor
 Ted Craddock – Councillor
 Jennie Helmer – Councillor
 Katrina Nightingale – Councillor
 Laura Ramsden – Councillor

AND THAT the following Staff be named as signing authorities for the Village of Pemberton:

Elizabeth Tracy – Chief Administrative Officer
 Thomas Sikora - Chief Financial Officer
 Sheena Fraser - Corporate Officer

AND THAT accounts in the name of the Village of Pemberton (hereinafter called the “Corporation”) be kept at the Bank of Nova Scotia, TD and/or Blue Shore Financial Credit Union (hereinafter called the “Banks”) and the Chief Administrative Officer, Chief Financial Officer or Corporate Officer and the Mayor or Councillors are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills and exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account;

AND THAT any one of the aforementioned Officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Banks for deposit or discount with or collection by the Bank (but for the credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank to sign receipts for vouchers.

CARRIED

9.2 Municipal Finance Authority Resolution - Authorized Signatories

Moved/Seconded

THAT the following Council members be named as MFA signing authorities for the Village of Pemberton:

- Mike Richman – Mayor
- Ted Craddock – Councillor
- Jennie Helmer - Councillor
- Katrina Nightingale – Councillor
- Laura Ramsden - Councillor

AND THAT the following Staff be named as MFA signing authorities for the Village of Pemberton:

- Elizabeth Tracy– Chief Administrative Officer
- Thomas Sikora - Manager of Finance

CARRIED

10. CORPORATE & LEGISLATIVE SERVICES

10.1 2022 Village of Pemberton Local Government Election Results

Moved/Seconded

THAT the report from the Chief Election Officer, dated November 1, 2022, providing the results of the 2022 Local Government Election be received

CARRIED

10.2 2023 Council Meeting Schedule - Approval

Moved/Seconded

THAT the 2023 Village of Pemberton 2023 Council Meeting schedule be approved.

CARRIED

11. ADJOURNMENT

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

At 6:13pm. the Inaugural Council Meeting was adjourned.

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

DRAFT

VILLAGE OF PEMBERTON
-REGULAR COUNCIL MEETING MINUTES-

Meeting #: 1571
 Date: Tuesday, November 29, 2022, 9:00 am
 Location: Council Chambers & Zoom Webinar
 7400 Prospect Street

COUNCILLORS: Mayor Mike Richman
 Councillor Jennie Helmer
 Councillor Katrina Nightingale
 Councillor Laura Ramsden
 Councillor Ted Craddock

STAFF: Elizabeth Tracy, Chief Administrative Officer
 Sheena Fraser, Manager of Corporate & Legislative Services
 Cameron Adams, Fire Chief
 Scott McRae, Manager, Development Services
 Thomas Sikora, Manager of Finance
 Colin Brown, Planner II
 Renée St-Aubin, Administrative Assistant
 Avery Hargitt, Planning and GIS Assistant

PUBLIC: Public: 1
 Media: 1

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 9:00am Mayor Richman called the meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. RISE WITH REPORT FROM IN CAMERA

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting No. 1569, Tuesday, October 18, 2022

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1569, held Tuesday, October 18,

2022, be approved as circulated.

CARRIED

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

At 9:02am Paul Adams, Administrator and Colin Moss, Vice President, of BC Rural Health Network joined the meeting electronically.

Mr. Adams provided an overview of the BC Rural Health Network, which is a political non- partisan organization that works directly health authorities, ministries and ministers to champion overarching health issues that impact all rural British Columbians. Mr. Adams requested consideration by the Village to become a member of the BC Rural Health Network.

Moved/Seconded

THAT the Village of Pemberton join the BC Rural Health Network.

CARRIED

9. STAFF REPORTS

9.1 Office of the CAO

a. Verbal Report

Chief Administrative Officer Tracy did not present a verbal report.

9.2 Pemberton Fire Rescue

a. Community Resilience Investment Program FireSmart Community Funding and Supports Grant Application

Moved/Seconded

THAT the 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 approved.

CARRIED

9.3 Development Services

a. SCS Fee Waiver Request – 1343 Aster Street – Tenant Improvement

At 9:35am Scott McRae, Manager Development Services, joined the meeting electronically.

Moved/Seconded

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.

CARRIED

b. Pemberton Population Growth and Development Overview

Moved/Seconded

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

CARRIED

At 10:08am Mr. McRae left the meeting.

9.4 Finance

a. 2023 Budget Deliberation and Five-Year Financial Plan Schedule

Moved/Seconded

THAT the 2023 Budget Deliberation and Five-Year Financial Plan schedule be approved as presented.

CARRIED

10. BYLAWS

11. MAYOR'S Report

Mayor Richman reported on following:

- The Spelkúmtn Community Forest Interim Board meeting
- Mayors call with the Minister of Municipal Affairs and the Assistant Deputy Minister for Office of Housing and Construction Standards regarding recent announcements

Mayor Richman reported on meetings of the Squamish-Lillooet Regional District Board held November 23, 2022.

12. COUNCILLORS' Reports

Councillor Craddock attended and reported on the following meetings:

- Tourism Pemberton
- Spelkúmtn Community Forest interim board
- Pemberton Valley Dyking District
- Pemberton Food Bank opening

Councillor Nightingale attended and reported on the following meetings:

- Pemberton and District Library Board

Council Nightingale also attended the Climate Caucus for Elected Officials on December 2, 2022.

Councillor Laura Ramsden attended and reported on the following meeting:

- Pemberton Valley Economic Development Collaborative meeting

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**

Moved/Seconded

THAT the correspondence be referred to Staff for response.

CARRIED

- b. **Mike Kelly, dated November 2, 2022, regarding tree cutting on Friendship Trail along Pemberton Farm Road East**

Moved/Seconded

THAT the correspondence be referred to Staff for response.

CARRIED

- c. **Greg Holland, dated November 2, 2022, regarding lack of child care services in Pemberton**

Moved/Seconded

THAT the correspondence be referred to Staff for response.

CARRIED

- d. **Jody Tracey, dated November 9, 2022, regarding speeding concerns on Pemberton Farm Rd East**

Moved/Seconded

THAT the correspondence be referred to Staff for response.

CARRIED

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**

- b. **Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 28, 2022 announcing the Aquatic Ecosystems Restoration Fund**

- 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**

Moved/Seconded

THAT Council receives the correspondence for information.

CARRIED

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

18. IN CAMERA

Moved/Seconded

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

CARRIED

At 11:20am Council moved In Camera.

19. RISE WITH REPORT

At 1:37pm Council rose with report on the following:

Pemberton & District PlayScape Relocation:

Moved/Seconded

THAT Staff be directed to engage with the landscape consultant to further explore Option 2, relocating the PlayScape structure, to the linear or pocket park located between the Spray Park and Radius apartment building and revise of Option 1 by moving the PlayScape further east on the lawn, removing the proposed screening, trees and pathway;

AND THAT the review includes costs, implication and viability of the options, infrastructure and governance of relocating the play structure.

CARRIED

20. ADJOURNMENT OF REGULAR COUNCIL MEETING

At 1:38pm the meeting was adjourned.

Moved/Seconded

THAT the meeting be adjourned

CARRIED

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

Website Submission: Request to Appear Before Council - pemberton.ca

Form Submission Info

First Name: Anna

Last Name: Lynch

Company or Organization Name (If Applicable): Pemberton Arts Council

Title (If Applicable): Executive Director

Email: pembertonartscouncil@gmail.com

Phone Number: [REDACTED]

Street Address: [REDACTED]

City/Town: Pemberton

Province: BC

Postal Code: V0N2L0

Requested Date to Appear Before Council: 12/13/2022

Purpose of Presentation to Council: Myself and our chair Joan Richoz, would like to present to the newly elected a brief introduction of the organization and a summary of our 2022 activities and plans for 2023.

Please attached any related documents (if applicable):

I agree by submitting this form, you agree to the terms and conditions below.: yes

Village of Pemberton

Purpose

To build, promote and integrate the arts and culture into the fabric of the community of Pemberton and the surrounding areas



BUILD

- New Executive Director hired in Dec 2021
- 75% increase in grant seeking activities

PROMOTE

- Increased social media following of 103%
- average promotional reach of 1500 people

INTEGRATE

- program partnerships
- 177% increase in membership

200% increase in programming

COMMUNITY PROGRAM AND EVENTS HIGHLIGHTS



Over 600 community attendees, 33 paid musicians and 12 artisans



21 paid emerging and professional artists, across 13 venues



First funded mural designed and created by Dave Petko.



Collaborative environmental art exhibit featuring Pemberton local artist





T O M B A R R A T T L T D
Landscape Architects

Attn. Christine Burns
Manager of Recreation Services
Box 104, 7390 Cottonwood Street
Pemberton, BC, V0N 2L0

05.12.22

Re: Pemberton Community Centre Nature Play Park Relocation

Dear Christine,

This is to provide a fee proposal for continued landscape architectural design services to relocate the Nature Play Park at the Pemberton Community Centre and make space for the new daycare facility.

In September of this year we provided a single playground relocation plan as part of a long-term vision for the site. Following Council and staff direction, we will expand on that in this next phase by revisiting and revising the first plan and developing a second relocation option. Our intent with these is to achieve a better collective understanding of the costs and benefits of each and thereby enable objective decision-making.

We look forward to engaging in a collaborative process with VOP Staff to develop plans and visualizations that will culminate in a presentation at the Committee of the Whole Meeting in February. 3D massing studies will be used during our design process, so the visualizations will provide added value to the design process, rather than stand alone as a costly service.

Scope of Work

- Explore two options for playground relocation - (1) east side of the Great Lawn and (2) into the pocket park next to the spray park
- Ensure that design options consider accessibility, safety, multi-generational use, outdoor play, population growth, potential user conflicts, and other factors as described in your email from December 2, 2022.

*8605 Drifter Way
Whistler, BC
Canada V8E 0G2
T.604.932.3040
tom@tbla.com
www.tbla.com*



Proposed Fee

Park Layout Concept Plans	\$4,800.00
<ul style="list-style-type: none">• Import base information - adjacent property• Two site plan options for playground relocation• Playground relocation considered as part of overall site use	
Park Layout Concept Visuals	\$800.00
<ul style="list-style-type: none">• 3D massing visuals• Compare spatial experiences and show relationship to adjacent buildings & road as well as shading options	
Committee of the Whole Presentation	\$1,600.00
<ul style="list-style-type: none">• Preparation & Attendance	
Total	<u>\$7,200.00</u>

The above scope and fee assumes that a plan of the adjacent property is provided. The fee includes one set of revisions prior to the presentation and refinement after the presentation to ensure the plan meets the requests of involved parties. Major changes caused through further design changes will be charged extra. Hourly rates are principal @\$150/hr; staff landscape architect @ \$100/hr. Expenses such as printing will be charged at cost and should not exceed \$200.00.

Please let me know if you have any questions.

Yours truly,



Tom Barratt

Acceptance of Proposal

Date: Tuesday, December 13, 2022
To: Elizabeth Tracy, Chief Administrative Officer
From: Sheena Fraser, Manager, Corporate & Legislative Services
Subject: Electronic and Hybrid Meetings Policy

PURPOSE

The purpose of this report is to present to Council the Electronic and Hybrid Meeting Policy for approval. (Appendix A)

BACKGROUND

In June, 2021 the provincial government adopted *Bill 10, Bill 10, Municipal Affairs Statutes Amendments Act*, extending to municipalities permanent authority to conduct regular and committee meetings electronically. In response former Council reviewed its Council Procedure Bylaw No. 788, 2015 and updated accordingly to comply with the new legislation.

The 2021 amendments to the Bylaw established that regular council, special council, and committee meetings may be held by electronic or other communication facilities if the Mayor deems it advisable, or if it is necessitated by a health, safety, or environmental emergency or urgent Village business, and removed the restriction that previously limited the number of meetings a member of council could attend by electronic means to four (4) in a calendar year.

At the Committee of the Whole Meeting No. 228, held on April 26, 2022, a report was presented which summarized the use of electronic and hybrid meeting formats since these options were formally introduced and sought direction from the Committee regarding the development of a policy to guide the use of these new options. The Committee supported the approach to establish a policy and made a recommendation to Council.

At the Regular Meeting No. 1561, held, May 17, 2022, Council passed the following resolution:

Moved/Seconded

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

CARRIED

Over the summer, Staff worked on the development of a draft policy, utilizing the “*Guidance for Adapting to the New Electronic Meetings Framework*” issued by the Province to help local governments with the legislated changes and development of policy. The draft electronic and hybrid meeting policy was presented at the Committee of the Whole Meeting No. 233, held September 20, 2022. The September 20th and April 26th reports and draft policy is attached as **Appendix B**.

The Committee reviewed the draft policy, requested some minor changes and passed the following resolution:

Move/Seconded

THAT Staff undertake further review to address the following:

- *Limiting electronic participation*
- *Adjusting the advance notice required for electronic participation*

CARRIED

At the meeting it was also suggested that it would be appropriate for new Council to review and approve the policy as it will implemented in their term. As such the Electronic and Hybrid Policy is being presented for Council's consideration of approval.

DISCUSSION & COMMENTS

Former Council was generally supportive of the policy as originally drafted; however, requested that Staff undertake further review with respect to the meeting attendance section. In particular, the Committee wanted to ensure there were no barriers to attending a meeting electronically but recognized that this form of attendance could be misused or abused. As such, Staff have incorporated two new clauses to address these concerns.

Under Meeting Attendance clause 2 was added as follows:

2. *Members of council are encouraged to attend meetings in person when possible and to resort to electronic attendance only when in-person attendance is not a reasonable option.*

As well, clause 3 was developed that sets out the process to address concerns if a council member's continual electronic attendance may be deemed as negatively impacting Council business. The clause is provided below:

3. *If the Chair, or a majority of Council members, considers that a council member's ability to participate fully in Council business is negatively impacted by the member's frequent use of electronic means to attend meetings, the Chair or a majority of Council may, at an in camera meeting of Council:*
 - a. *request that the member explain the need for electronic attendance at meetings, and*
 - b. *establish a limit to the number of future meetings in the calendar year that the member may attend by electronic means.*

Finally, the original draft required that Council members advise the Corporate Officer at least six (6) days prior to the meeting if they planned to attend electronically. Former Council felt this was too restrictive and given how plans change over a week requested that this timeframe be reduced. They also asked that the language be adjusted from being required to notify to encouraged to notify. As such clause 6 has been amended as follows:

6. *A councillor is encouraged, if possible, to inform the Corporate Officer of their intention to participate in the meeting by electronic means at least three (3) days prior to the meeting.*

The updated Electronic and Hybrid Meeting Policy is presented to Council for review and if supported approval.

COMMUNICATIONS

Should the Electronic and Hybrid Meeting Policy be approved, it will be posted on the Village's website.

LEGAL CONSIDERATIONS

The Policy as drafted aligns with the legislated changes and the Village's Council Procedure Bylaw.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

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

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Option One: THAT Council approve the Electronic and Hybrid Policy (COU-012) as presented.

Option Two: THAT Council refer the Electronic and Hybrid Policy (COU-012) back to staff to address the following considerations:

- {To be inserted by Council}

RECOMMENDATIONS

THAT the Electronic and Hybrid Meeting Policy (COU-012) be approved.

ATTACHMENTS:

Appendix A: Electronic and Hybrid Meetings Policy COU-012

Appendix B: Draft Electronic and Hybrid Meetings Policy, Report to Committee of the Whole, dated September 20, 2022.

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

Electronic and Hybrid Meetings Policy

Department:	<u>Council</u>	Policy No.:	<u>COU-012</u>
Sub-department:	<u>Corporate & Legislative</u>	Created By:	<u>Gwendolyn Kennedy</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>

3. If the Chair, or a majority of Council members, considers that a council member’s ability to participate fully in Council business is negatively impacted by the member’s frequent use of electronic means to attend meetings, the Chair or a majority of Council may, at an in camera meeting of Council:
 - a. request that the member explain the need for electronic attendance at meetings, and
 - b. establish a limit to the number of future meetings in the calendar year that the member may attend by electronic means.
4. The Mayor, or in their absence, the Acting Mayor, will chair the meeting.
5. At least one member of Council and one officer of the Village must be present in person at a *hybrid meeting*.
6. A councillor **is encouraged, if possible**, to inform the *Corporate Officer* of their intention to participate in the meeting by electronic means **at least three (3) days** prior to the meeting.
7. The *Corporate Officer* will, on request, provide a councillor with the information necessary to access a meeting electronically.

Public Notice

8. Public notice for a meeting must be provided pursuant to the *Community Charter*.
9. Public notice of a meeting must state if the meeting will be held by electronic means and must provide instructions to the public for attendance.
10. The meeting agenda cover sheet must state if the meeting will be held by electronic means and must include the meeting identification number or other information necessary for a person to join the electronic meeting.

Public and Delegation Attendance

11. Members of the public and delegations may attend an open meeting or public hearing in person or by electronic means.
12. The public must be permitted to attend Council Chambers or another location to hear, or watch and hear, electronic and hybrid meetings and public hearings, and an officer of the Village must be present at the location during the meeting.
13. Members of the public attending an open meeting or public hearing by electronic means may ask a question or provide comments when the Chair provides the opportunity to do so by using the chat function of the video conferencing platform or by signaling their desire to speak by appropriate means, such as the raise hand function. The *Corporate Officer* will unmute the participant’s microphone when it is their turn to speak.

Date: Tuesday, September 20, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Gwendolyn Kennedy, Legislative Assistant

Subject: Draft Electronic and Hybrid Meetings Policy

PURPOSE

The purpose of this report is to seek input from the Committee of the Whole regarding a draft policy proposed to guide the use of electronic and hybrid meetings of Council, Council committees and public hearings.

BACKGROUND

In response to electronic meeting rules brought into effect by *Bill 10, Municipal Affairs Statutes Amendments Act*, extending to municipalities permanent authority to conduct regular and committee meetings electronically, Council adopted Council Procedure Amendment (Electronic Meetings) Bylaw No. 909, 2021 at Special Council Meeting No. 1548 held October 21, 2021. The bylaw sets out that regular council, special council, and committee meetings may be held by electronic or other communication facilities if the Mayor deems it advisable, or if it is necessitated by a health, safety, or environmental emergency or urgent Village business, and removes the restriction that previously limited the number of meetings a member of council could attend by electronic means to four (4) in a calendar year.

At the Committee of the Whole Meeting No. 228, held Tuesday, April 26, 2022, Staff presented a report summarizing the use of electronic and hybrid meeting formats since adoption of the bylaw amendment (**Appendix A**) and sought the Committee's direction regarding development of a policy to guide the use of these formats. At the Regular Council Meeting No. 1561, held Tuesday, May 17, 2022, Council passed the following resolution:

Moved/Seconded

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

CARRIED

This report is a follow-up to the discussion initiated in the spring and offers the Committee the opportunity to consider a policy regarding the future use of electronic and hybrid meeting formats.

DISCUSSION & COMMENTS

Use of Hybrid and Electronic Meeting Formats, November - July

Table 1 lists council and committee meetings by meeting format since the adoption of Bylaw No. 909, 2021 and notes the number of members attending electronically at each meeting.

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

Date	Meeting No.	Format	Electronic Attendance
November 2, 2021	Regular Council Meeting No. 1549	Hybrid	2
November 2, 2021	Committee of the Whole Meeting No. 220	Hybrid	3
November 16, 2021	Regular Council Meeting No. 1550	Hybrid	1
December 7, 2021	Regular Council Meeting No. 1551	Hybrid	2
December 7, 2021	Committee of the Whole Meeting No. 221	Hybrid	2
December 17, 2021	Special Council Meeting No. 1552	Hybrid	3
January 18, 2022	Regular Council Meeting No. 1553	Electronic	All
January 18, 2022	Committee of the Whole Meeting No. 222	Electronic	All
February 1, 2022	Regular Council Meeting No. 1554	Electronic	All
February 1, 2022	Committee of the Whole Meeting No. 223	Electronic	All
February 15, 2022	Regular Council Meeting No. 1555	Electronic	All
February 22, 2022	Committee of the Whole Meeting No. 224	Electronic	All
March 1, 2022	Special Council Meeting No. 1556	Electronic	All
March 1, 2022	Committee of the Whole Meeting No. 225	Electronic	All
March 8, 2022	Regular Council Meeting No. 1557	Electronic	All
March 8, 2022	Committee of the Whole Meeting No. 226	Electronic	All
April 5, 2022	Regular Council Meeting No. 1558	Hybrid	0
April 5, 2022	Committee of the Whole Meeting No. 227	Hybrid	0
April 26, 2022	Regular Council Meeting No.	Hybrid	1
April 26, 2022	Committee of the Whole Meeting No. 228	Hybrid	1
May 4, 2022	Special Council Meeting No. 1560	Electronic	All
May 17, 2022	Regular Council Meeting No. 1561	Hybrid	1
May 17, 2022	Committee of the Whole Meeting No. 229	Hybrid	1
May 19, 2022	Special Council Meeting No. 1562	Electronic	All
June 7, 2022	Regular Council Meeting No. 1563	Hybrid	0
June 7, 2022	Committee of the Whole Meeting No. 230	Hybrid	1
June 21, 2022	Regular Council Meeting No. 1564	Hybrid	0
June 21, 2022	Committee of the Whole Meeting No. 231	Hybrid	0
July 12, 2022	Regular Council Meeting No. 1565	Hybrid	2
July 12, 2022	Committee of the Whole Meeting No. 232	Hybrid	2

Of the 30 meetings held between October 21, 2021 and July 12, 2022, 12 were held exclusively by electronic means and 18 were conducted in a hybrid format combining in-person and Zoom attendance. In alignment with Council Procedure Bylaw No. 788, 2015, the fully electronic meeting format was used when necessitated by COVID-19 restrictions between January and March and for the two special meetings of Council. All councillors attended in person at five of the hybrid meetings, and between two and four attended in person at each of the remaining hybrid meetings.

Policy Considerations

In anticipation of municipalities seeking guidance regarding the implementation of the electronic meeting regulations of Bill 10, the Province released a document to assist elected and appointed officials in developing a framework for use of electronic meeting formats, titled [Guidance for Adapting to the New Electronic Meetings Framework](#). In this document, the Province recommends

that municipalities consider establishing a policy to guide the use of electronic meeting formats, including in the policy details of electronic meeting procedures that do not form part of the bylaw.

Staff have drafted a policy, attached as **Appendix B**, that sets out a framework for electronic and hybrid meetings. The policy formalizes conventions that have been in place since the Village began using electronic and hybrid meeting formats, setting out attendance and public notice requirements, providing information on electronic participation by the public and delegations, and establishing how technical difficulties, conflict of interest, and closed meetings will be managed.

The draft policy establishes that, if technical difficulties prevent the video conferencing platform from functioning, or if quorum is lost due to technical difficulties, the Chair may call a recess of up to one hour or may decide to immediately adjourn or reschedule the meeting. This will be the Chair's decision and will depend on the nature of the technical issues affecting the meeting, the business to be considered, the presence of delegations and members of the public, and other pertinent factors. If the electronic meeting platform and quorum are not restored within the recess, the Chair will adjourn and reschedule the meeting.

The draft policy does not include any restrictions on the use of the electronic meeting format beyond those set out in Council Procedure Bylaw No. 788, 2015, nor does it impose limits on the number of meetings that a member may attend electronically. It does, however, include the requirement that members inform the Corporate Officer at least six (6) days in advance if they will attend a hybrid meeting electronically. The six day notice has been included to allow time to meet legislated public notice requirements should the meeting be changed to a fully electronic format and to provide staff time to set up the links and send out meeting invitations to Council. The Committee may stipulate additional restrictions to be added to the policy before it is presented to Council for review.

The draft policy sets out the essential procedural steps for electronic and hybrid meetings, including steps for opening the meeting, voting, and moving in camera.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

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

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provides input on the draft Electronic and Hybrid Meetings policy.

ATTACHMENTS:

Appendix A: Report to Committee of the Whole, April 26, 2022

Appendix B: Draft Electronic and Hybrid Meetings Policy

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

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

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

Subject: Electronic Meetings Review

PURPOSE

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

BACKGROUND

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

Moved/Seconded

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

CARRIED

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

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

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

DISCUSSION & COMMENTS

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

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

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

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

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

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

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

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

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

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

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

- TBD by the Committee

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

RECOMMENDATIONS

Staff recommend **Option 2**:

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

ATTACHMENTS:

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

Electronic and Hybrid Meetings Policy

Department:	<u>Council</u>	Policy No.:	<u>COU-012</u>
Sub-department:	<u>Administrative</u>	Created By:	<u>Gwendolyn Kennedy</u>
Approved By:	<u></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 set out a framework to support the use of hybrid and electronic formats for council and committee meetings and public hearings.

REFERENCES

Council Procedure Bylaw No. 788, 2015

[Guidance for Adapting to the New Electronic Meetings Framework.](#)

DEFINITIONS

Hybrid meeting means a meeting or public hearing where some members of council or a committee may participate electronically, by audioconferencing, by videoconferencing, or by telephone.

Electronic meeting means a meeting or public hearing where all members of Council or a committee may participate electronically, by audioconferencing, videoconferencing, or by telephone.

Corporate Officer means the person appointed to this role by Council, or their delegate.

POLICY

This policy applies to regular and special council meetings, council committee meetings, and public hearings.

Pursuant to Council Procedure Bylaw No. 788, 2015, council and committee meetings may be held electronically if the Mayor, or in the absence of the Mayor, the Acting Mayor, determines it is advisable; or if necessitated by a health, safety, or environmental emergency or urgent Village business.

A public hearing may be held in person or by a hybrid or fully electronic format.

Meeting Attendance

1. A councillor, including the Chair, may attend any meeting by electronic means.
2. The Mayor, or in their absence, the Acting Mayor, will chair the meeting.
3. At least one member of Council and one officer of the Village must be present in person at a *hybrid meeting*.

Date: Tuesday, December 13, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Cameron Chalmers, Contract Planner

Subject: Variance to Road Standards, Sun God Mountain Way (DVP No. 132)
Subdivision and Development Control Bylaw No. 677, 2011

PURPOSE

The purpose of this report is for Council to consider an application for Development Variance Permit No. 132 from 1293566 BC Ltd. to vary the road standards for the Hillside Development as required in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2011. The road subject to the variance is an extension of Sun God Mountain Way, which was previously varied and approved by Council. The variances included in this report represent a continuation of the same road standard as currently constructed.

BACKGROUND

In response to the application for Sunstone Phase 2A, Council approved a Development Variance Permit (DVP) to Sunstone Ridge Developments to permit alternate road standards to accommodate hillside development to facilitate the subdivision of the lands for residential development. The subdivision has since been approved and the road built in accordance with the DVP granted.

In July 2022, 1293566 BC Ltd. made application on behalf of the owners of The Ridge to extend Sun God Mountain Way into lands owned by The Ridge but accessed from Sun God Mountain Way. The intent of the variance is to ensure the next stage of the road is constructed to the same standards as the constructed portion of the road, and to permit an excess length cul-de-sac.

A Tentative Approval Letter for Phase 3 of subdivision was issued by the Approving Officer on June 22, 2022 and contemplates an engineering design consistent with this DVP application. The figure below illustrates the location of Phase relative to The Ridge and previous phases of the Sunstone development.

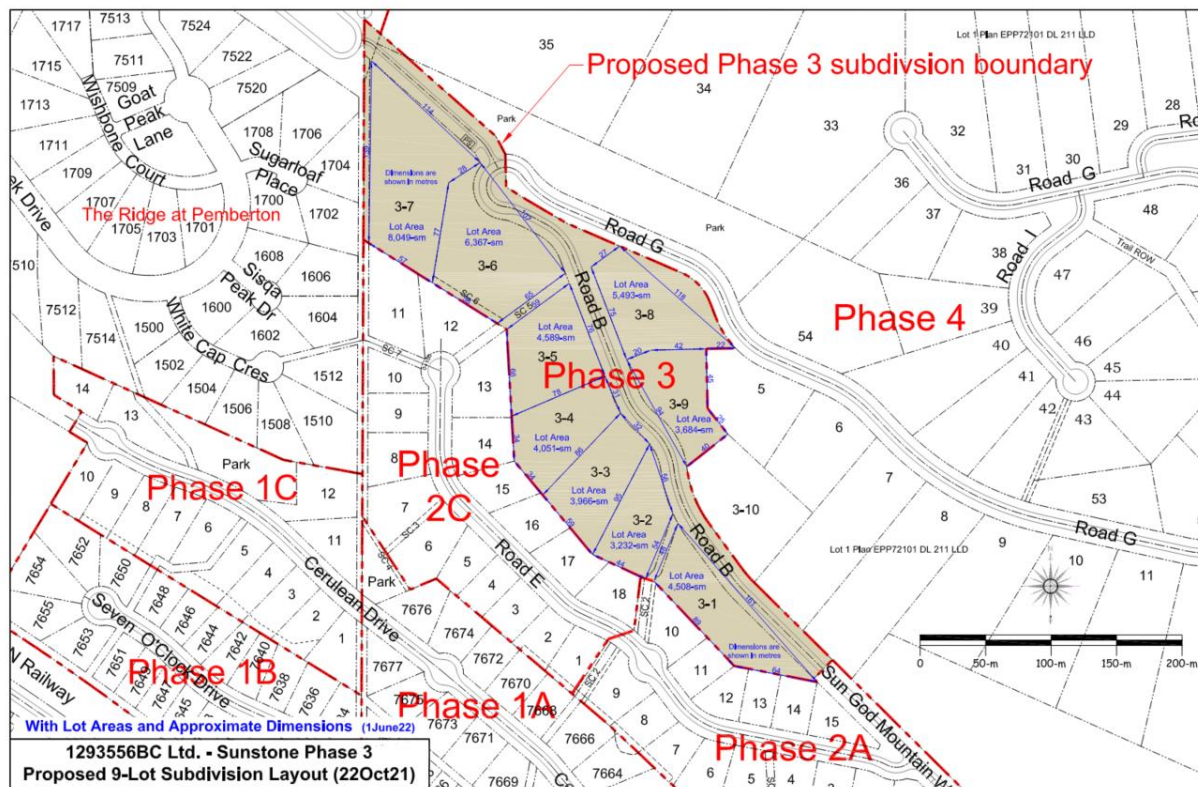


Figure 1: Location of Sunstone Phase 3

DISCUSSION & COMMENTS

As described in **Appendix A**, DVP No. 132 relates to the request for variances for public road standards contained in the Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2011 for Sun God Mountain Way which is formerly described as Road B.

The first stage of Sun God Mountain Way was constructed in accordance with alternate standards approved by Council through Development Variance Permit. Council authorized a number of variances to create an alternate hillside road standard, and the constructed portion of the road has been built substantially in accordance with the alternate standards.

The current DVP application is to replicate the same standards constructed in the first stage of Sun God Mountain Way for the second stage of Sun God Mountain Way. Sun God Mountain Way is a Hillside Collector standard under the Subdivision and Development Control Bylaw.

The purpose of this application is to ensure a consistent road standard for the entire length of Sun God Mountain Way.

Accordingly, the following table of variances replicates the road standards previously approved for Sun God Mountain Way:

Section	Description	Bylaw Standard	Proposed Variance
Section VOP R08	Minimum ROW Width	21m	20m
Section VOP R08	Walkway	1.5-m paved walkway on road	2.1 m. separated sidewalk
Section VOP R08	Street Parking	2.5 m paved lane on road	No Street Parking
Section VOP R08	Total Asphalt Width	11m	6.6m
Section VOP R08	Lane Width	3.5m	3.3m
Section 6.6.2	Maximum Cul-de-sac length	150 or 200m	570m
Section 6.16.3v	Mid-Block turn arounds	Required	No requirement

As noted in the table, the extension of Sun God Mountain Way will also generate the need for two additional variances to accommodate an excess length cul-de-sac without mid-block turnarounds. Excess length cul-de-sacs are common in hillside developments due to the topographic constraints. The application also eliminates the bylaw requirement for a mid-block turnaround cul-de-sac.

COMMUNICATIONS

In accordance with the *Local Government Act* Section 499, notices of Council's consideration of the proposed variance have been sent via registered mail to all property owners whose property is within 100m of the subject property.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no budget, policy or staffing considerations at this time as the costs are recoverable with the application.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Application has gone through the standard development review process which includes other departments.

COMMUNITY CLIMATE ACTION PLAN

The proposed variances prioritize the natural environment and hillside condition over vehicle transportation by minimizing road construction, cuts and fills. It also provides an enhanced protected sidewalk which promotes a shift beyond the car.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no regional impacts or impacts on neighbouring jurisdictions.

ALTERNATIVE OPTIONS

Alternative options for consideration are as follows:

Option One: THAT Council authorize issuance of DVP No. 132 to 1293566 BC Ltd to vary the Hillside Collector road standard for a portion of Sun God Way.

Option Two: THAT Council refer the application for DVP No. 132 by 1293566 BC Ltd. back to Staff to address the following considerations:

- {To be inserted by Council}

Option Three: THAT Council refuse the application for DVP No. 132 by 1293566 BC Ltd.

RECOMMENDATIONS

THAT Council authorize issuance of DVP No. 132 to 1293566 BC Ltd to vary the Hillside Collector road standard for a portion of Sun God Way.

ATTACHMENTS:

Appendix A: Development Variance Permit No. 132

Submitted by:	Cameron Chalmers, Contract Planner
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



VILLAGE OF PEMBERTON
Development Variance Permit # DVP132
Sun God Mountain Drive Road Standards

PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

Issued to: **1293566 BC Ltd. (Sunstone Phase 3)** File No.
DVP#: DVP132

(Registered owners according to Land Title Office, hereafter referred to as the "Permittee")

Address: Unaddressed extension of Sun God Mountain Way
Lot B, District Lot 211, Lillooet District, Plan EPP115085
(PID 031-566-847)

- 1) This Development Variance Permit is issued subject to compliance with all Bylaws of the Village of Pemberton applicable thereto, except as specifically varied or supplemented by this permit.
- 2) This Development Variance Permit applies to and only to those lands within the Village of Pemberton described below:

Parcel Identifier: **031-566-847**

Legal Description: Lot B, District Lot 211, Lillooet District, Plan EPP115085

Civic Address: Not assigned, Sun God Mountain Way.

as shown on the attached **Schedule A**, attached hereto and forming part of this permit, referred to hereafter as the "Land".

- 3) Whereas the applicant has made application for subdivision to create 9 new detached lots plus a remainder in compliance to that attached hereto, and forming a part of this Permit as shown on **Schedule A**;

And,

Whereas the Owner has made application to vary the Village of Pemberton Subdivision and Development Control Bylaw No 677, 2011;

Therefore, the Village of Pemberton Subdivision and Development Control Bylaw No 677, 2011 is hereby varied for the standards applicable to Sun God Mountain Way as follows:

PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

Section	Description	Bylaw Standard	Proposed Variance
Section VOP R08	Minimum ROW Width	21m	20m
Section VOP R08	Walkway	1.5-m paved walkway on road	2.1 m. separated sidewalk
Section VOP R08	Street Parking	2.5 m paved lane on road	No Street Parking
Section VOP R08	Total Asphalt Width	11m	6.6m
Section VOP R08	Lane Width	3.5m	3.3m
Section 6.6.2	Maximum Cul-de-sac length	150 or 200m	570m
Section 6.16.3v	Mid-Block turn arounds	Required	No requirement

In substantial compliance with the location, plans and drawings identified as **Schedule A and Schedule B** attached hereto and forming part of this permit.

- 4) This Permit shall not have the effect of varying the use or density of the land specified in Village of Pemberton Zoning Bylaw No. 832, 2018 or a flood plain specification under s. 524 of the *Local Government Act RS2015*.
- 5) This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 6) Security Requirements: Nil
- 7) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof.
- 8) This Permit is not a building permit.
- 9) Notice of this Permit shall be filed in the Land Title Office at New Westminster under s. 503 of the *Local Government Act RS2015*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Land affected by the Permit.



AUTHORIZED BY RESOLUTION PASSED BY THE VILLAGE COUNCIL THE

_____ **DAY OF** _____, _____.

Mike Richman, Mayor

Elizabeth Tracy, Chief Administrative Officer

END OF DOCUMENT

PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

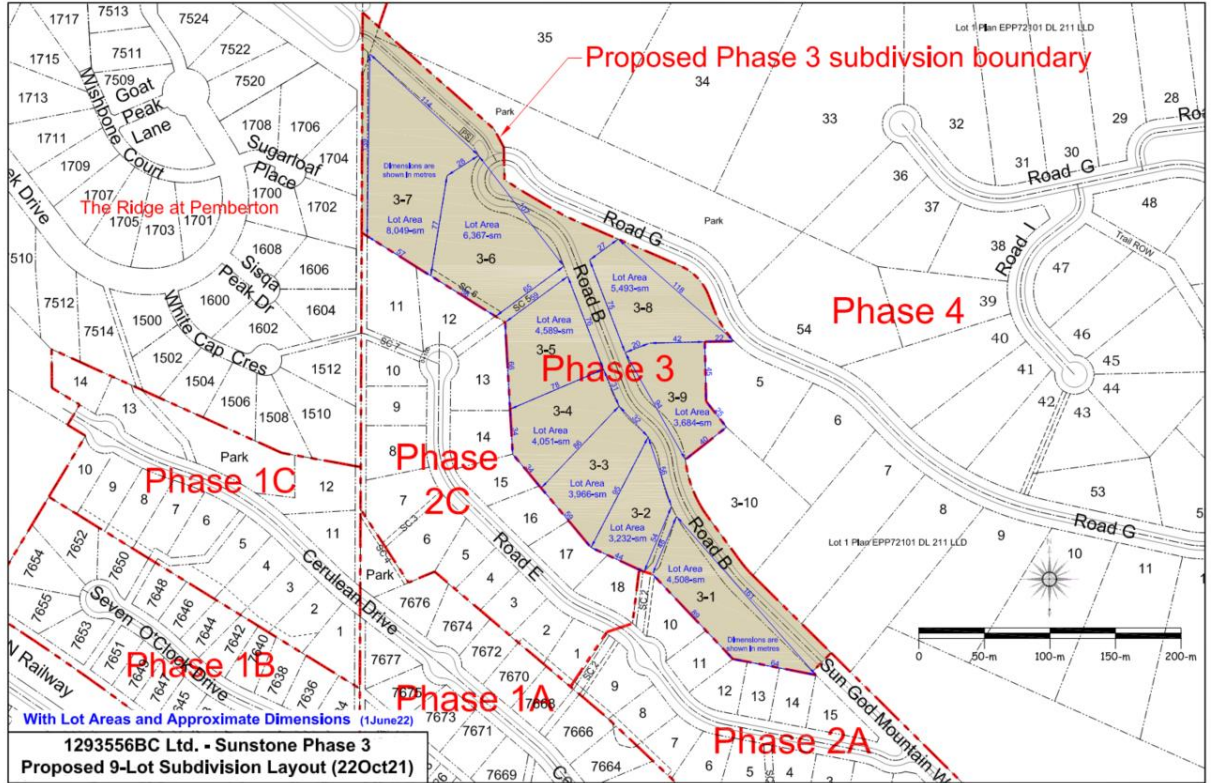
www.pemberton.ca

PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

Schedule "A": Site Plan

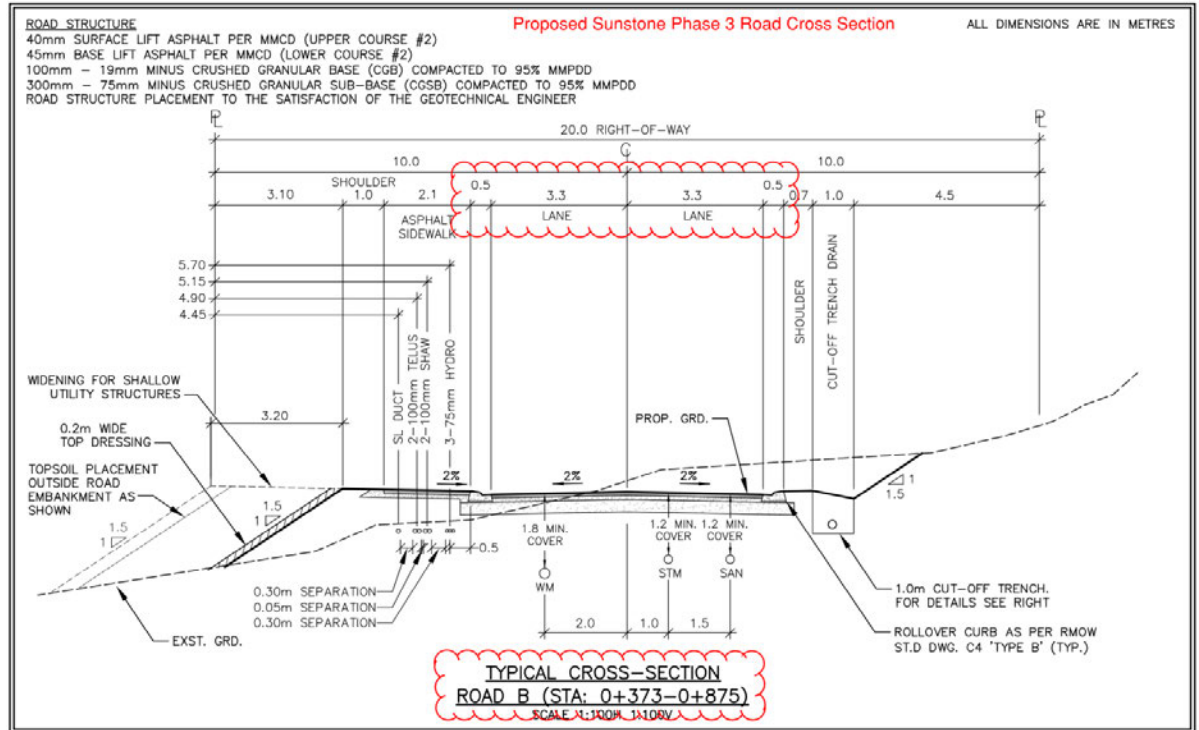


Schedule "B": Typical Road Section

PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca



Date: Tuesday, December 13, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Colin Brown, Planner II

Subject: OR135 – Official Community Plan and Zoning Amendment, Early and Ongoing Consultation

PURPOSE

The purpose of this report is for Council to consider the early and ongoing consultation requirements described in Section 475 of the *Local Government Act* and provide direction for early and ongoing consultation for an Official Community Plan (OCP) and Zoning Bylaw amendment application for 7362 Pemberton Farm Road East.

BACKGROUND

Grant Gillies and property owners, Riverside (Pemberton) Nominee Ltd., have applied to develop a proposed 35-lot subdivision known as Parkside, on property located at 7362 Pemberton Farm Road East. Legal description is LOT C DISTRICT LOT 211 LILLOET DISTRICT PLAN EPP40824, PID 030-164-532. The property is located south of Den Duyf Park recreation site and north of the existing Pemberton Plateau neighbourhood. The site is accessed from Highway 99 via Pemberton Farm Road East, which also services the Ridge and Sunstone neighbourhoods on the hillside to the north. A Location Map and photos are provided for information as **Appendix A**.

The application seeks approvals to develop a proposed 35-lot subdivision, including 34 small residential lots ranging from 300 square metres to 956 square metres in size. Lot 35 is proposed as a commercial property that would feature neighbourhood-scale commercial uses.

The property is a brownfield site, meaning that it has been previously used as a quarry that resulted in significant impacts to the landscape with no opportunity to remediate to a natural state. The property was once part of the Agricultural Land Reserve (ALR) and was excluded in a 2013 decision from the Agricultural Land Commission (ALC), when Lot A (north of Den Duyf Park) and Lot C were excluded, and recreation at what is now Den Duyf Park was allowed as a non-farm use (ALC Resolutions #235/2013, #236/2013, #237/2013).

The subject property is currently zoned Resource Management (RES-1) in Village of Pemberton Zoning Bylaw No. 832, 2018, with Forestry and Resource Extraction listed as permitted land uses. A Zoning Amendment is therefore required to allow a development containing residential and commercial uses.

Zoning amendment bylaws must be consistent with the Village of Pemberton Official Community Plan Bylaw No. 654, 2011 (OCP), and more specifically must align with the land use designations outlined in the OCP. This property currently does not have a land use designation assigned, a legacy from when this land was not within Village boundaries and part of the ALR. The property is, however, part of the Hillside Special Planning Area, which was the result of a previous Hillside Planning Study. Direction from the OCP Hillside Special Planning Area and the supporting study notes that applications for OCP and zoning amendments are a requirement for future development. Further evaluation of planning directions coming from the OCP, and other documents will be completed and presented to Council after the referral and consultation process.

DISCUSSION AND COMMENTS

The purpose of this report is for Council to provide direction with respect to early and ongoing consultation as part of the ongoing Official Community Plan amendment application. This report is not intended to facilitate discussion about the relative merits of the proposal nor is it requesting direction on the application itself. The consultation process will run parallel with the staff and agency review. OCP amendment and rezoning bylaws will be brought forward for substantive consideration in due course.

Per Section 475 of the *Local Government Act*, Council must consider an appropriate level of engagement for each specific OCP amendment contemplated.

Given the location of the proposed development, there are several required referrals that are mandated by the *Local Government Act*. The entirety of the Village of Pemberton is located within the traditional territory of the Lil'wat Nation and all development applications that may impact the Nation must be referred to them. The referral list also includes the neighbouring jurisdictions, school boards, and government agencies that are required in legislation. Additional agencies are added as appropriate depending on the nature of the application. For this application, staff recommend that the following be invited to provide comment:

- Lil'wat Nation
- Squamish-Lillooet Regional District (SLRD)
- Agricultural Land Commission
- Ministry of Transportation and Infrastructure
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- School District No. 48 – Sea to Sky
- School District No. 93 - Consular Scholaire Francophone de la BC
- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro

Section 8 of the Village of Pemberton Development Procedures Bylaw No. 887, 2020, allows Council or staff to require that the applicant hold a public information meeting, at the cost of the applicant, in support of the bylaw amendment application. The applicant held a public information meeting on November 1, 2022, at Sunstone Golf Course, that was attended by approximately 35 individuals. While staff are encouraged at the applicant's initiative to engage

the public, advertising was limited, and the venue used has limited accessibility for those without vehicles.

Staff recommend to Council that the applicant be required to organize, advertise, and host a future public information meeting with respect to the proposed land use amendments before Council considers First and Second Reading to the forthcoming OCP amending bylaw. The venue must be readily accessible to any interested members of the community, including those using all forms of transportation. Advertising must include a notice mailed to all property owners and tenants within 100 metres of the proposed development, and advertising in at least one edition of the Pique Newsmagazine.

Following the referral process and the public information meeting, the results will be compiled and brought to the Village's Advisory Land Use Commission (ALUC) for review and comments. Once completed, the results of the consultation activities will be presented to Council for comprehensive consideration of the application.

COMMUNICATIONS

This report and request for Council direction does not require communication beyond appearing on a regular agenda of Council. It will be the applicants' responsibility to advertise and provide notification to adjacent property owners and the public about the required developer-led public information session.

LEGAL CONSIDERATIONS

Section 475 of the *Local Government Act* reads as follows:

Consultation during development of official community plan

475 (1) *During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.*

(2) *For the purposes of subsection (1), the local government must*

(a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and

(b) specifically consider whether consultation is required with the following:

(i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;

(ii) the board of any regional district that is adjacent to the area covered by the plan;

(iii) the council of any municipality that is adjacent to the area covered by the plan;

(iv) first nations;

- (v) *boards of education, greater boards and improvement district boards;*
- (vi) *the Provincial and federal governments and their agencies.*

(3) *Consultation under this section is in addition to the public hearing required under section 477 (3) (c).*

(4) *If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.*

IMPACT ON BUDGET AND STAFFING

There are no budget considerations at this time as staff time spent processing development applications is covered by the application fees and excess costs are recoverable from the applicant in accordance with Fees and Charges Bylaw 905, 2021. Consulting fees are cost recoverable in accordance with the same bylaw.

INTERDEPARTMENTAL IMPACT AND APPROVAL

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Development Services Department and can be accommodated within the current workplan. All departments within the organization will receive a request to review the application and provide comments at the appropriate time.

COMMUNITY CLIMATE ACTION PLAN

The Village of Pemberton *Community Climate Action Plan* (CCAP) was adopted in March 2022, with several strategies and directions towards addressing the challenges of climate change. The big moves contained in CCAP address the following topic areas:

- Shift Beyond the Car - Shift
- Electrify Transport - Electrify
- Step Up New Buildings – New Build
- Decarbonize Existing Buildings – Existing Build
- Close the Loop on Waste - Waste
- Organizational Leadership - Leadership

The proposed development at 7362 Pemberton Farm Road East will be evaluated against the applicable policies in the CCAP and recommendations presented to Council after the referral and engagement process, when all relevant information is collected.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Neighbouring jurisdictions including the Lil'wat Nation and the SLRD are given the opportunity to comment on this application through the standard referral process. Referrals to the school board and other provincial agencies are mandated by the *Local Government Act* and are outlined in this report.

ALTERNATIVE OPTIONS

Option One: THAT Council supports the staff recommended standard referral process and the requirements for a developer-led public information session as a means of securing early and ongoing consultation.

Option Two: THAT Council provide additional direction respecting early and ongoing consultation pursuant to Section 475 of the *Local Government Act*.

RECOMMENDATIONS

Recommendation No. 1

THAT Council has considered the obligations under Section 475 of the *Local Government Act* with respect to the Official Community Plan and Zoning Amendment application by Riverside (Pemberton) Nominee Ltd. on property located at 7362 Pemberton Farm Road East, LOT C DISTRICT LOT 211 LILLOOET DISTRICT PLAN EPP40824, PID 030-164-532 and requests that the applicant organize, advertise, and host at least one (1) additional public information meeting at a venue considered widely accessible prior to consideration of First and Second reading of the forthcoming OCP amending bylaw.

Recommendation No. 2

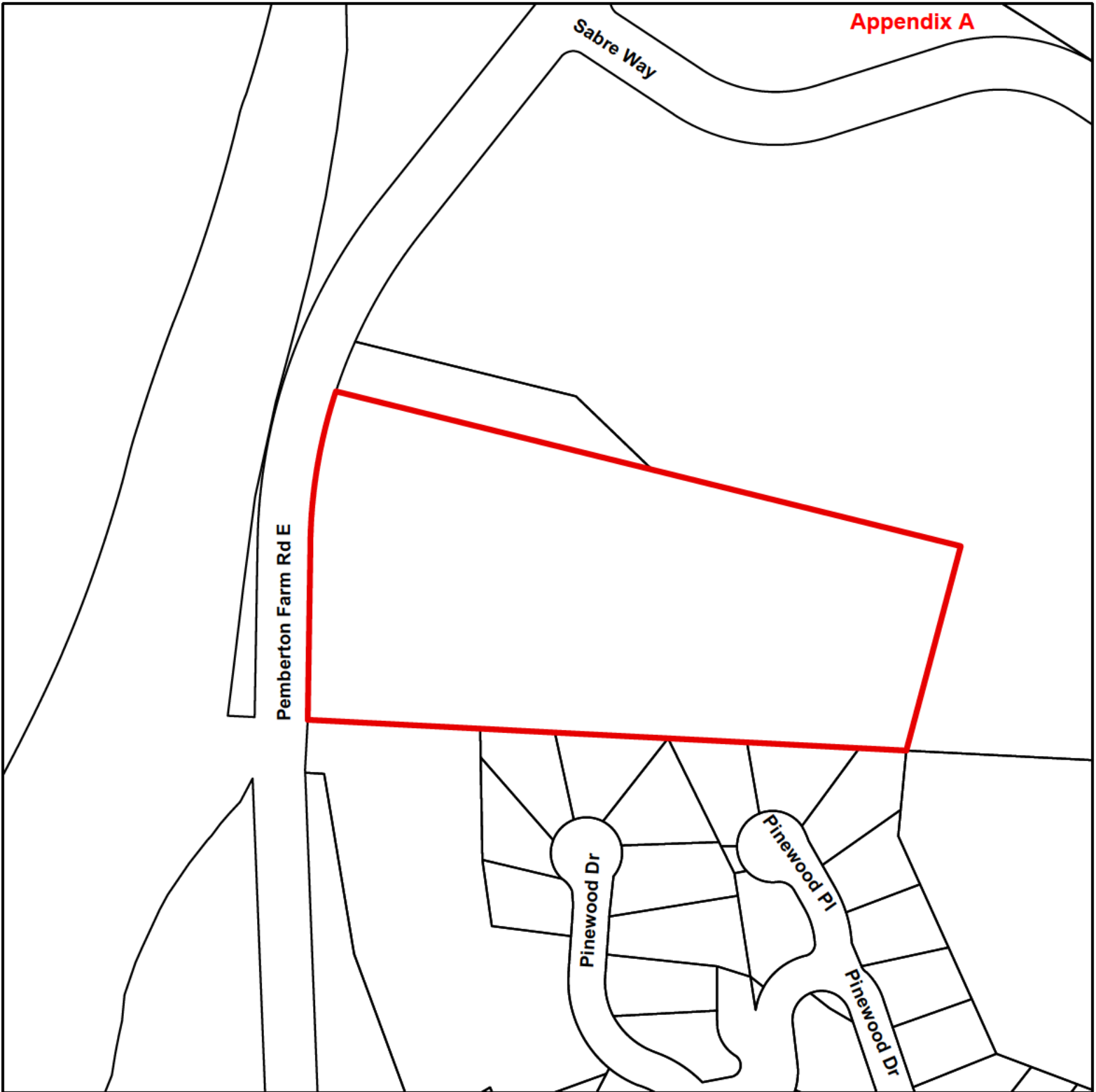
THAT Council has considered Section 475 of the *Local Government Act* and directs staff to consult with the following organizations before consideration of First and Second Reading to the forthcoming OCP amending bylaw:

- Lil'wat Nation
- Squamish-Lillooet Regional District (SLRD)
- Agricultural Land Commission
- Ministry of Transportation and Infrastructure
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- School District No. 48 – Sea to Sky
- School District No. 93 - Consular Scholaire Francophone de la BC
- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro



ATTACHMENTS:

Appendix A: Location Map and Photos

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

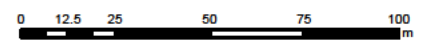


Legend

-  OR135
-  Legal Parcel



LOCATION MAP



Scale: 1:2 000

Date: 14-Sep-2022
File: OR135-Parkside

Author: MSM



Site Photographs for OCP/Zoning Amendment Application Rivertown Development – 7362 Pemberton Farm Road East



Looking South at Site



Looking West at Site

Site Photographs for OCP/Zoning Amendment Application
Rivertown Development – 7362 Pemberton Farm Road East



Looking East at Site



Looking South at Site

Date: Tuesday, December 13, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Lisa Regenwetter, Bylaw Enforcement Officer

Subject: Parking and Traffic Control Amendment (ICBC Decal Requirement Change) Bylaw No. 939, 2022

PURPOSE

The purpose of this report is to introduce Parking and Traffic Control Amendment (ICBC Decal Requirement Change) Bylaw No. 939, 2022 for first, second and third readings. (**Appendix A**)

BACKGROUND

In 2018, the Village adopted an updated Parking and Traffic Control Bylaw. Since that time there have been some minor housekeeping amendments made to update definitions, respond to changes in the fine schedule and address abandoned vehicles.

Effective the May 1, 2022, ICBC changed the licence plate decal requirements for vehicles. In this regard, decals, that show the expiry month and date, are no longer being distributed and no longer required.

DISCUSSION & COMMENTS

A recent review of the Parking and Street Traffic Control Bylaw noted that decals are still referenced as the means to identify if a vehicle is insured. This is noted in sections 4.1 (r) (ii) and 12.2 (i) of Bylaw No. 840, 2018.

To ensure the Parking and Street Traffic Control Bylaw reflects the changes made by ICBC that decals on licence plates are no longer required it is necessary to amend the bylaw to remove reference to the decals.

Staff have prepared Parking and Street Traffic Control Amendment (ICBC Decal Requirement Change) Bylaw No. 939, 2022, attached as **Appendix A**, for first, second and third readings.

COMMUNICATIONS

There are no communications elements required.

LEGAL CONSIDERATIONS

Amending the Parking and Traffic Control Bylaw ensures that the bylaw aligns with changes made by ICBC.

IMPACT ON BUDGET & STAFFING

This report and bylaw were prepared in-house and there are no impacts to the budget or staff hours for considerations at this time.

INTERDEPARTMENTAL IMPACT & APPROVAL

The above noted change will not impact the day-to-day operations of any department.

COMMUNITY CLIMATE ACTION PLAN

This initiative is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this change has no impact on other jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Village of Pemberton Parking and Traffic Control Amendment (ICBC Decal Requirement Change) Bylaw No. 939, 2022, be given first, second and third readings

ATTACHMENTS:

Appendix A: Parking and Traffic Control Amendment (ICBC Decal Requirement Change)
Bylaw No. 939, 2022

Prepared by:	Lisa Regenwetter, Bylaw Enforcement Officer
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



Mission Statement: *To enhance the care and wellbeing of the Pemberton and district community through fundraising, investment and the granting of funds for health-based initiatives.*

Vision: *To promote excellence in health care for the Pemberton and district communities.*

PEMBERTON & DISTRICT HEALTH CARE FOUNDATION

PO Box 310, Pemberton, BC V0N 2L0

[**info@pembertonhealthcarefoundation.org**](mailto:info@pembertonhealthcarefoundation.org)

November 16, 2022

On behalf of the board of the Pemberton & District Health Care Foundation (PDHCF), I am reaching out to you and your company members to consider including our organization in your seasonal gifting for 2022 and philanthropic planning in your annual budget for 2023.

I am also inviting you and your employees to become members of our organization. An engaged and informed membership is key to successful advocacy and fundraising for the essential and unique Health Care needs of our communities (Pemberton, SLRD area C and our First Nations neighbours).

The Foundation aims to connect with local businesses and organizations to create partnership opportunities and innovative initiatives that will support the provision of healthcare services, facilities and equipment in the Pemberton District and the Sea to Sky corridor.

To support the unique needs of our community and to provide health care excellence, the PDHCF offers supplemental finances to add to government funded health care.

In past years, our corporate partners and sponsors have been critical to our successful fundraising endeavours to provide enhanced services and equipment to our communities. Examples of some essential items purchased for the Pemberton Health Care Centre:

- advanced equipment for infant care,
- labour and delivery bed,
- adult and pediatric crash carts,
- monitors and defibrillator
- portable ultrasound
- funding towards building a Hospice in Squamish and a CT scanner facility at Whistler Health Care Centre to provide those services closer to home for residents of our district.

The PDHCF, along with many community organizations, experienced a hiatus in activities and a loss of Board members and directors during the pandemic. During this past year, the Board has worked towards rectifying this situation. Four new directors have been recruited, each bringing skill sets that will assist in the revitalization of the organization. A professionally facilitated workshop on board governance and strategic planning was held June 2022. A lawyer specializing in CRA requirements consulted with us to create an updated comprehensive Constitution and Bylaws in September 2022, and we are currently creating a Communication Plan for the organization. Goals and strategies were identified to engage the public and raise awareness of the Foundation’s mandate and to recruit members and volunteers to support fundraising activities for vital short-term and long-term projects going forward.

Although any major fundraising was on hold during the pandemic, dedicated members of the Board launched and raised over \$4,000 for an annual Memorial Bursary. The \$2,000 award for 2022 was granted to a second-year nursing student from the Pemberton community.

Ways your organization can support PDHCF:

1. Become a member of PDHCF
2. Donate to PDHCF before the end of 2022
3. Encourage and facilitate staff donating through a gifting program such as regular donations to PDHCF deducted from their pay.
4. Budget to partner with PDHCF and/or sponsor selected components of PDHCF fundraising projects in 2023
5. Participate in PDHCF events and advocacy

The directors and I look forward to working with you in the future. We would be happy to meet with you to explore a partnership or provide more information about our organization – if you would like to reach out to me directly, my contact details are listed below. Please also visit <http://pembertonhealthcarefoundation.org> for information or to donate.

Respectfully,

Marnie Simon
President

Pemberton & District Health Care Foundation

Direct line: [REDACTED]
info@pembertonhealthcarefoundation.org

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>
Sent: November 25, 2022 8:15 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Guiding Lights Across BC

Dear Mayor and Council,

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to ask for your support for girl empowerment in BC this February 22, by lighting up in the colour blue. Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations.

BC Girl Guides invites you to participate in our third-annual Guiding Lights Across BC celebration on February 22, 2023!

February 22 is a special day for Girl Guides around the world, as we celebrate World Thinking Day, a day of international friendship.

It is an opportunity to speak out on issues that affect girls and young women globally, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. Our Girl Guide program is present in nearly every community across BC. Our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create a better world, by girls.

Girls typically participate in annual Thinking Day activities held on/around February 22 and our Guiding Lights Across BC celebration has helped our members celebrate. For Thinking Day 2023, we will again celebrate with our third-annual Guiding Lights Across British Columbia event.

This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond. With two great years of celebration having happened in 2021 and 2022 with over 100 landmarks each year that have lit up, we want to keep this tradition going, and we need your help!

Participating locations and the Guiding Lights resources can be found at:
www.girlguides.ca/guidinglightsacrossbc

We will be encouraging our members and their families to admire these lit-up sites, posting photos on social media, emailing our members with info about how to participate, and more.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and we're ready to highlight your participation. Please contact us at bc-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2023, activity. Upon confirmation, your landmark will be added to our map. To participate, a landmark must glow blue or have other specialized décor in the colour blue.

Thank you for your support for Guiding in BC!

Kindest regards
Shalan Kelly

Shalan Kelly (She/Her) | BC Public Relations and Communications Adviser

BC Council, Girl Guides of Canada

bc-prcomm@girlguides.ca / [REDACTED]

I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and WSÁNEĆ Nations.



Everything she wants to be.



December 2, 2022

RE: Letter of Support - from Village of Pemberton

Dear Mayor and Council:

Sea to Sky Outdoor Adventure Recreation Enterprise Society (SOARE) is making application for funding through the Rural Economic Diversification and Infrastructure Program (REDIP). This will be utilized to support the establishment and programming of the organization for Business Acceleration and Innovation. Howe Sound Community Futures is a core partner of this and leading the application on behalf of SOARE.

SOARE is seeking letters of support from sea to sky corridor local government, business and stakeholders for this exciting initiative to include in our grant funding submission. This letter is to request a letter of support from the Village of Pemberton and a commitment to partner on the project either through in-kind benefits such as providing access to meeting space and/or Village of Pemberton events, to marketing the initiative through the Village's official channels and/or staff time around business environment research specific to Outdoor Recreation.

Attached for convenience is a draft letter of support that has been prepared for Council's consideration. SOARE, HSCF and our other partners believe this is an important initiative that we know will bring economic benefits not only to the Sea to Sky but the province.

We hope we can count on your support.

Kindest regards

Kieran Hale
General Manger
Community Futures Howe Sound

Insert organization logo

December xx, 2022

Re: SOARE Rural Economic Diversification and Infrastructure Program

To Whom It May Concern,

The Sea to Sky region – from Squamish to Pemberton – with its awe-inspiring natural assets, is a well-known outdoor recreation mecca generating significant tourism export revenue for British Columbia each year. While tourism has been a dominant sector within the Corridor for many years, new sectors complementary to tourism have recently emerged. The region’s attractive lifestyle draws residents who value environmental sustainability and recognize the considerable business opportunity the Corridor presents. Emerging economic sectors in Outdoor Recreation, including Recreation Technology and Performance Apparel Design, and Adventure-based Media, Marketing, and Film, are of growing importance to the region in the number of active firms and the employment they represent.

Outdoor Recreation is, in fact, an emerging strength for BC’s economy. Hundreds of sporting and athletic design companies and goods manufacturers call BC home, and outdoor adventure media brands and film companies represent a growing subset of BC’s burgeoning and export-generating entertainment industry.

And there is significant momentum to develop BC’s Outdoor Recreation cluster. In 2019, the [BC Apparel and Gear Association](#) launched to help scale up and promote the performance apparel and gear sector in BC, closely followed by the establishment of the Kootenay Outdoor Recreation Enterprise (KORE), a Kootenay-based, non-profit, grassroots organization dedicated to makers and creators in the outdoor manufacturing sector. Since then, various BC regions, including the Sea to Sky, have been working to identify, plan, and undertake initiatives and form networks, to support the development of Outdoor Recreation clusters.

The establishment of the Sea to Sky Outdoor Adventure Recreation Enterprise Society (SOARE) fulfills the needs of this emerging cluster in the Sea to Sky region while facilitating the future development of this cluster for BC overall. SOARE has the potential to bring significant economic benefits to BC and increase the accessibility of resources to traditionally marginalized communities and reduce barriers to entry by improving education prospects, especially for indigenous youth, people with disabilities, women entrepreneurs, and workers. A formal network also can support the sector in adopting more sustainable practices and processes, reducing emissions by fostering innovation, local supply-chain development, and a circular economy.

Establishing a SOARE Centre for Business Acceleration and Innovation will become a home for Sky-to-Sky makers, educators, and supporting organizations and will help advance this developing cluster. SOARE’s ongoing programming and services will work to empower and connect entrepreneurs and the present and future workforce to the benefits of this emerging area of the economy.

We look forward to working with SOARE and its partners to strengthen this emerging Outdoor Recreation cluster and add diversity and resiliency to the Sea-to-Sky and BC’s economy.

Sincerely,

ADD NAME

ADD POSITION

ADD ORGANIZATION

A scenic view of a mountain range with a forest in the foreground. The mountains are rugged and rocky, with some greenery on the lower slopes. The foreground is filled with tall, dark green evergreen trees, some of which are in sharp focus, creating a sense of depth. The sky is a pale, hazy blue, suggesting a clear day. The overall atmosphere is serene and majestic.

SOARE

Sea to Sky Outdoor Adventure
Recreation Enterprise

Partnership Opportunity

Image: Nicole Gurney



SOARE is a collective vision
for a thriving outdoor
recreation economy in the
Sea to Sky Corridor



What

SOARE

The Sea to Sky Outdoor Adventure Recreation Enterprise (SOARE) is dedicated to building the awareness and strength of the Sea to Sky's Outdoor Recreation industry while demonstrating the sector's economic value to the BC and Canadian economy.

SOARE will work with member industry, supporting organizations, and government to undertake programs, services, and initiatives that enable a connected and vibrant sector in the Sea to Sky and throughout the rest of BC.



**RECREATION &
SPORTS TECHNOLOGY**



**ADVENTURE-BASED
MEDIA & MARKETING**



**PERFORMANCE
APPAREL DESIGN**

Why

SOARE

The Sea to Sky is a known and respected Outdoor Recreation region and is well suited for outdoor industry focused cluster development.

Momentum already exists to develop this cluster within the Sea to Sky region through the development and endorsement of a plan by the District of Squamish in 2020.

There is no formalized network for the over 200 Outdoor Recreation industry and supporting organizations within the Sea to Sky region.

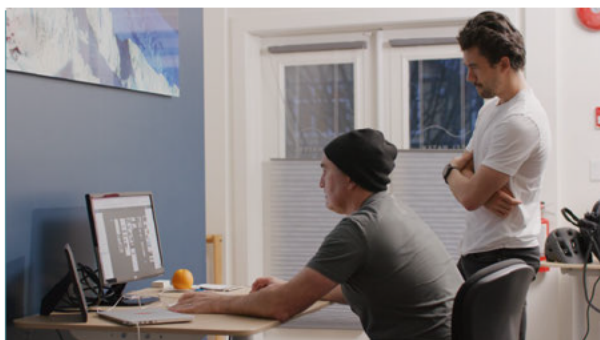
A formalized network creates opportunity for collaboration, innovation, learning, and business development for this important cluster.

SQUAMISH—WHISTLER - PEMBERTON

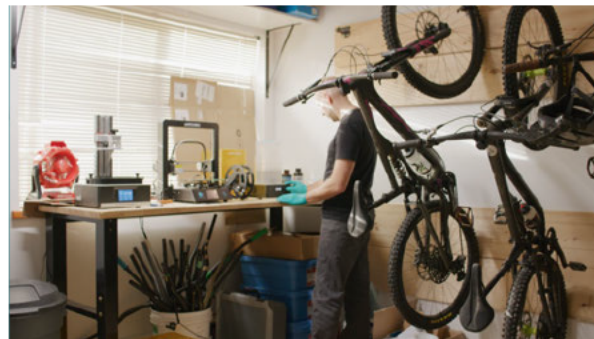
Industry Profile



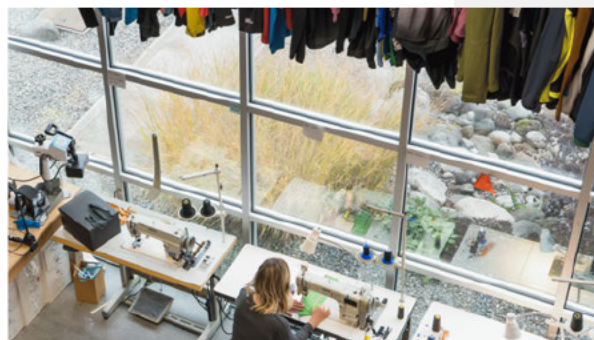
386 Firms



820 Jobs



\$33M in purchases



\$60K Average Wages Per Job



Founders & BOD

SOARE



Hamish Elliott



Pete Hill



Kate Mulligan



James Morris



Kieran Hale



Mike Wilson

Seeking Partners

SOARE

SOARE is seeking partners in the region to assist in securing initial funding to implement programming. This presentation intends to demonstrate:

- The progression of SOARE in identifying the opportunity and the journey to this point
- The outcomes sought in future programming and initiatives
- The actions SOARE intends to take to reach those outcomes
- The REDIP grant opportunity and details of the SOARE application
- Partner benefits for choosing to support the growth of the Outdoor Recreation industry in the Sea to Sky corridor and beyond



Targeted Initiatives

Image: Nicole Gurney

Initiatives

Industry-gearred
Learning &
Mentorship

Research &
Development
Support

Targeted
Investment &
Trade
Opportunities

Collaboration &
Asset Sharing
Platforms

Advising &
Acceleration
Support


Labour Force
Development



Looking Ahead

Evolution

SOARE



2020 –District of Squamish Endorsed its Emerging Sector Action Plan with a focus on developing Outdoor Recreation industries

2021–Outdoor Recreation industry stakeholders identified opportunities for cluster development

2022 –Sea to Sky Collaboration with Kootenay Outdoor Recreation Enterprise (KORE) and provincial efforts

2022 –Built off KORE’s model, the Sea to Sky Outdoor Recreation Enterprise (SOARE) Society was formed and initial board established

2023 –SOARE will focus on the development of its operations, membership programs and services.

Outcomes

SOARE

SOARE outcomes are meant to position the Sea to Corridor as a leading Canadian region in Outdoor Recreation gear and apparel design and adventure-based media and branding.

Outcomes

SOARE

Ultimate	The Sea to Sky Corridor is a leading Canadian region in Outdoor Recreation gear and apparel design and adventure-based media and branding.
Intermediate (3-4 Years)	<ul style="list-style-type: none"> • The Sea to Sky is a recognized leader in Outdoor Recreation in BC. • The regional Outdoor Recreation cluster is thriving through tangible outcomes produced by collaboration, innovation, and industry development. • SOARE has a long-term sustainable funding model in place. • SOARE has fostered training and education opportunities, and industry infrastructure, research and development needs, that support Outdoor Recreation cluster development in the Sea to Sky. • SOARE has empowered businesses and workers in Outdoor Recreation to be more diverse and inclusive. • SOARE has supported the adoption of circular economy business practices and processes.
Immediate (1-2 Years)	<ul style="list-style-type: none"> • SOARE has operational funding and capacity secured for the immediate term. • There is a clear SOARE value proposition which is demonstrated through its growing membership base. • SOARE has developed its brand and is actively engaged in marketing the organization to build awareness and connect the industry. • Initial SOARE events and initiatives have been identified through a needs assessment and are taking place. Events are valued by regional industry and supporting partners. • A SOARE innovation pilot program, supported by innovation infrastructure, has been developed and delivered with regional participation from industry.

Immediate Actions

SOARE

SOARE will take an iterative approach to developing its operations, including programming, services, infrastructure, and initiatives to ensure that relevance among industry stakeholders while taking immediate action to strengthen the Outdoor Recreation cluster within the region.

Immediate Actions SOARE

Immediate Actions (1-2 Years)

Financial

Secure immediate external funding for short-term operation of Society by Q1 2023

Develop and secure long-term funding approach by Q1 2024

Operations

Contract services to develop operations and execute initial member programs and services by Q1 2023

Complete an operational plan by Q2 2023

Develop brand, supporting communication strategy and associated assets by Q3 2023

Operate Pilot Outdoor Recreation Innovation space before or by Q4 2023

Develop Phase II business for Outdoor Recreation Innovation space by Q4 2023

Members

Recruit a minimum of 75 SOARE members within the first two years of operation

Plan and execute initial member activities that support SOARE goals and objectives beginning Q2 2023

People and Learning

Facilitate professional development for Board and Staff aligned with SOARE mandate, goals, and objectives – ongoing

Build an engaged and empowerment team that champions inclusion and equity, that has a deep respect for the environment and the history, culture and traditional knowledge of first nations where SOARE is located - ongoing

Rural Economic Diversification and Infrastructure Program (REDIP)



Image: Nicole Gurney

REDIP

SOARE

Launched by Ministry of Jobs, Economic Recovery and Innovation (JERI) and support projects that promote Economic diversification, resilience, clean growth opportunities and infrastructure development.

REDIP

SOARE

SOARE Application Incorporates:

- Contract services to establish operations and complete related plans
- Development of a SOARE operational plan
- Development of SOARE brand, supporting communication strategy, and associated assets
- Planning and execution of member recruitment and initial member activities
- Development of Pilot Outdoor Recreation Innovation Space
- Phase II development of business case for Outdoor Recreation Innovation space
- Development of a long-term sustainable funding model

Total Application Value		\$520,000
Minimum Partner Contributions Required	Cash	\$52,000
	In-kind	\$52,000

Partner Benefits

SOARE

SOARE Application Incorporates:

- Opportunity to support the development of the Sea to Sky Outdoor Recreation cluster as a REDIP application partner.
- Partners are crucial in the development of SOARE and the implementation of its activities.
- A successful application will leverage partner dollars 5 to 1

Benefit	Goldlevel:	Silver	Bronze
All REDIP-funded collateral and events	Special mention and Logo recognition	Logo recognition	Logo recognition
SOARE inaugural event recognition	5-minute content opportunity and banner placement	Mention and banner placement	Banner placement
SOARE website recognition	Logo placement with link and sponsor content	Logo placement with link	Logo placement
SOARE newsletter and social media sponsorship recognition	Dedicated sponsor post	General sponsor thank you post	General sponsor thank you post
Cash Contribution	\$3K	\$5K	\$10K

Thank you.

We look forward to your participation.

We request your written commitment as a partner later than December 15, 2022.

Primary Contact Information: info@soare.org

Squamish Food Policy Council
gaby@squamishcan.net

To: Pemberton Mayor and Councilor

Dear Mayor and Council,

December 5th, 2022

On behalf of the District of Squamish (DoS) and the Squamish Food Policy Council (SFPC), we are writing to you to ask for your support in our joint application to the Rural Economic Development Infrastructure Program (REDIP) for funding towards 1) Farm / Food Hub Feasibility Plan; 2) Regional Agri-Food Branding and Local Food Procurement Program; 3) Development of a Regional Agrifood Society.

We will be asking for a maximum of \$100,000, which will require a \$25K contribution (\$12.5K can be a cash contribution and \$12.5K in-kind). The District will be committing \$10K in cash, space, and in-kind materials.

We are asking for your support expressed through a signed letter outlining our community's alignment (draft provided) and expressed through in-kind donations of staff time and / or space for the convening of meetings, outreach, and open-houses which may occur in Pemberton for a minimum value of \$4000.

We understand the Village is in the process of developing an Economic Development Strategy and Action Plan which will identify ways for the Village to create additional revenue with a focus two important sectors: tourism and food and agriculture. As such, we believe the work the Village of Pemberton is doing in this area will align with our project goals to: strengthen and diversify local food procurement initiatives in the Squamish to Lillooet Region through growing new market opportunities, addressing key agri-food barriers, and establishing a coordinated regional agri-food approach.

The District of Squamish Economic Development department supports sustainable economic development which considers the economic, social, and environmental well-being of local residents. The Recent Squamish Agri-food Impact Study measured the impacts of the agri-food sector on the Squamish economy and identified opportunities for sector growth. An integral component of both the regional and national economy, the sector consists of farms, ranches, fisheries, food and beverage processors, wholesalers, retailers and food-related services. Trends such as local food procurement and an increased preference for environmentally sustainable food sources offer great potential to work together with Pemberton's tourism, food, and agriculture sectors.

The SFPC leads the Good Food Program & Pledge developed as a high priority in the Squamish Valley Agriculture Plan and Squamish to Lillooet Food Task Force; an initiative that the VoP, along with all neighbouring governments have signed onto with intent to develop local food procurement policy based on "Good Food Values". Funding, if successful will

Sincerely,

Gaby Barnes
Food System Manager, Squamish Food Policy Council

DRAFT

Letter in support of District of Squamish and Squamish Food Policy Council application for REDIP Funding

Ministry of Jobs, Economic Recovery, and Innovation

Rural Policy and Programs Branch

301 501 Belleville Street

Victoria B.C., V8V 1X4.

xx/xx/22

To whom it may concern:

This is to express the Village of Pemberton's (Village) support for the District of Squamish (Squamish) and Squamish Food Policy Council's joint application to the Rural Economic Diversification and Infrastructure Program (REDIP) for funding towards 1) Farm / Food Hub Feasibility Plan; 2) Regional Agri-Food Branding and Local Food Procurement Program; 3) Development of a Regional Agrifood Society. This letter is also to express the Village's support expressed through in-kind donations of time and / or space for the convening of meetings, outreach, and open-houses which may occur in Pemberton for a minimum value of \$4000.

The Village is in the process of developing an Economic Development Strategy and Action Plan which we believe will align with the Applicants project goals to: strengthen and diversify local food procurement initiatives in the Squamish to Lillooet Region through growing new market opportunities, addressing key agri-food barriers, and establishing a coordinated regional agri-food approach.

The District of Squamish Economic Development department supports sustainable economic development which considers the economic, social, and environmental well-being of local residents. The Recent Squamish Agri-food Impact Study measured the impacts of the agri-food sector on the Squamish economy and identified opportunities for sector growth. An integral component of both the regional and national economy, the sector such as local food procurement and an increased preference for environmentally sustainable food sources offer great potential to work alongside Pemberton's tourism, food, and agriculture sectors.

The SFPC has strategically used funds to accomplish projects and initiatives of all sizes. Accomplishments include the adoption of the Squamish Food Charter, hosting food and agriculture community events, working closely with the Squamish's Official Community Plan (OCP) to embed food and agriculture policy, creating the Squamish-Lillooet Food Asset Map, assisting in the 2017 Agriculture Land Use Inventory, and contributing to the development of the Squamish Valley Agricultural Plan. The SFPC leads the Good Food Program & Pledge, an initiative that the Village, along with all neighbouring governments have signed onto with intent to develop local food procurement policy based on "Good Food Values".

Sincerely,

Village of Pemberton



RECEIVED

DEC 02 2022

Village of Pemberton

November 24, 2022

Mayor Mike Richman
The Village of Pemberton
Box 100
Pemberton, BC V0N 2L0

Dear Mayor Mike Richman and Members of Council,

On behalf of the Shaw team, we congratulate you for your appointment to council. We appreciate the work of local governments in building safe, sustainable, prosperous communities across the province. We recognize access to high-speed internet and cellular services is vital to growing communities. Our relationship with local government is important as we operate network infrastructure, delivering Gig-speed internet, public WiFi and cellular service to communities across British Columbia.

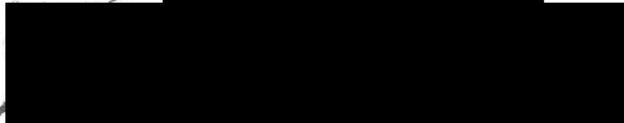
For more than 50 years, Shaw and our committed team of thousands of employees successfully built and operated our businesses. But with 5G and other next-generation technologies on the horizon, we have decided that our businesses require more scale and capital to make the generational investments necessary to compete effectively in the long term while meeting our customers' evolving needs.

We need to find new homes for our businesses and that's why we have embarked on a series of transactions that will see Rogers acquire our wireline business and Quebecor, owner of Videotron, acquire our wireless business. We believe that these transactions will increase investment, competition, and choice across Canada.

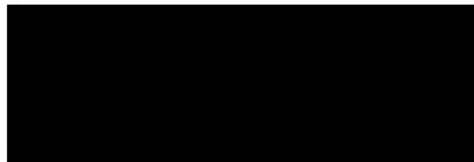
With respect to our wireline business, a combined Rogers and Shaw will have the resources and assets to make the investments required to create a truly national connectivity provider that can grow and compete in British Columbia. With respect to our wireless business, Shaw will divest of Freedom Mobile to Quebecor. This will create a fourth wireless carrier that has a better capital position and operating advantages, that will allow them to sustainably invest and compete for the long-term.

We encourage local governments to reach out and let us know how our network infrastructure investments could support local broadband strategies, economic and social initiatives, or access to emergency services. If you have any questions, or seek additional information, please reach out to Kiersten Enemark, Government Relations Director, B.C. at Kiersten.Enemark@sjrb.ca

Best Regards,



Chima Nkemdirim, Q.C.
VP Government Relations



Kiersten Enemark
Government Relations Director, B.C.

cc: CAO, Elizabeth Tracy

Whitney Deane
Stakeholder Engagement, BC Hydro
Email: [REDACTED]
Office: [REDACTED]

November 25, 2022

Mayor and Council
Village of Pemberton
7400 Prospect Street
Pemberton B.C. V0N 2L1

Dear Mayor Richman and Council,

Subject: Pemberton Substation Rebuild Project

We want to inform you of the Pemberton Substation Rebuild Project that is in the early planning stages. The project will ensure we continue to provide clean, reliable energy to communities in Pemberton and the Sea-to-Sky region.

What we're planning

This project will replace equipment that is nearing its end-of-life and prepare the substation for future upgrades.

It will also remove equipment with Polychlorinated Biphenyls (PCBs), part of our PCB electrical equipment removal strategy that meets stringent federal regulations.

This work will require an expansion of the substation within the existing property lines to make room for the new equipment. These improvements will ensure the station continues to operate for our customers safely and reliably.

The Pemberton substation has been in service since the 1970s, serving more than 3,600 customers in Pemberton and the Sea-to-Sky region. The station is supplied with electricity from one 230 kilovolt transmission line from Bridge River generating facilities in Shalalth.

Why are the upgrades needed?

We need to upgrade the substation to:

- Replace major equipment that is near end-of-life.
- Remove electrical equipment containing PCBs
- Improve station layout for future upgrades

Schedule

We're in the early planning stages of the project and expect to start construction as early as July 2023. The in-service date for the project is anticipated to be June 2026.

Engagement and Consultation

We'll work with First Nations, key stakeholders and the public throughout the project. In the coming months, we'll begin a number of communications activities. This includes hosting a public open house to share the current project information and provide an opportunity for the public to meet with our project team.

If you have any immediate questions, please contact me by email at [REDACTED], or by phone at [REDACTED]

Kind regards,

[REDACTED]

Whitney Deane
Stakeholder Engagement Advisor, BC Hydro

CC: Gurdarshan Matharu, Project Manager, Wood
Jas Gill, Program Manager, BC Hydro
Sabrina Locicero, Community Relations Manager, BC Hydro



PROVINCIAL OFFICE

1245 East 7th Avenue, Vancouver, British Columbia, V5T 1R1
P 604.681.7271 • F 604.661.7022 • 1.800.665.1868 • spca.bc.ca
Charitable Registration # BN 11881 9036 RR0001

Village of Pemberton
Via email

November 30, 2022

Dear Mayor and members of Council,

On behalf of the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA), I'd like to congratulate you on your recent election success. As **two-thirds of British Columbians are pet owners**, and many more are animal and wildlife lovers, your constituents are keen to know how you will work to create more humane communities.

As you may know, the BC SPCA has been committed to protecting and enhancing the quality of life for domestic, farm and wild animals in British Columbia for over 125 years. We operate **42 facilities and provide a range of important community services** across the province, including emergency response for pets displaced by natural disasters, compassionate pet boarding for victims of interpersonal violence, curriculum-based education programs for youth, pet food banks and low cost spay/neuter and other veterinary services. To learn more about what we accomplished last year, please see our [2021 Annual Report](#).

Are you also aware of the evidence-based advocacy, policy and legislative work done by BC SPCA animal welfare experts? Our teams have contributed to recent provincial changes in rodenticide use and mink farming, reforms to national standards for animals used in research and farm animals, and advancing bills to end cetacean captivity and animal fighting. At the local government level, we have helped dozens of local and First Nation governments adopt **humane animal bylaws**.

We greatly value local government's important role in animal welfare and have support and resources to help your Council adopt enhanced animal-related bylaws for your community. Our [new bylaw search tool](#) provides examples of **progressive, BC SPCA-recommended bylaws** from communities across B.C., and we are happy to answer bylaw questions from your Council and staff.

In anticipation of this year's local government election, we surveyed BC SPCA supporters and members of the public to determine their priorities for local government action on six key animal welfare issues that you can act on or influence. We heard loud and clear that advocating to the province for pet-friendly housing was their top priority: **out of the 13,865 unique survey responses that we received from B.C. residents, an incredible 9,921 people ranked increasing the availability and affordability of pet-friendly housing as a number one priority.**

The inability to find pet-friendly housing is the primary reason that adult animals are surrendered to the BC SPCA, and accounts for almost 25 per cent of cat and dog surrenders every year. Over the past eight

years, we have taken in more than 11,000 animals whose families could not find pet-friendly housing (and this doesn't include the animals surrendered to other organizations or rehomed privately)! This doesn't just affect the BC SPCA or the animals who are surrendered. Research has shown that **pets improve our mental, physical and psychological health** and that their unconditional love, comfort and friendship is a lifeline for many people – particularly the most vulnerable.

The pandemic and the current housing crisis have intensified the importance of pets as members of many families, and heightened the heartbreaking decisions that must be made when pet-friendly housing cannot be found. Through our outreach and compassionate boarding programs, we know that many people choose to stay in inappropriate housing, go without housing or stay in abusive situations in order to keep their pets with them.

The other animal welfare issues included in the survey also received strong public support province-wide and are key to making our communities and province a more humane place for all of us:

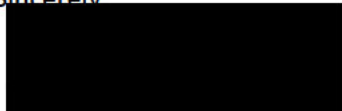
Animal Welfare Issue	# of Top Priority Responses*
Advocating to the province for more pet-friendly housing	9,921
Creating bylaws to keep exotic animals in the wild	4,421
Restricting private use of fireworks to protect people and animals	3,825
Providing safe, accessible public parks and trails for dogs	3,812
Reducing human/wildlife conflicts with wildlife feeding bylaws	3,737
Humanely controlling rodents by ending the use of all poisons on local government property	3,282

*Respondents could select more than one issue as a top priority

In light of this information, we hope you'll talk to your constituents about their priorities for animal welfare and take action to make your policies and bylaws more humane. To help you get started, I've included background information on the six key issues from our survey. In addition to this email and attachments, I have mailed you a package of our latest AnimalSense magazine and Science & Policy newsletter. You can also find more ways to take action for animals by [signing up for Action Alerts](#) on our website.

Please let me know if you have any questions or would like to schedule a presentation from a BC SPCA representative. We are eager to work with you to make your community and our province a safer, more caring place for animals and people.

Sincerely,



Sarah Herring
BC SPCA Government Relations Officer



YOU CAN ADVOCATE FOR PET-FRIENDLY HOUSING

British Columbia is in a housing crisis, and finding a home that allows pets is even more difficult. Vulnerable people that need a pet's companionship the most often have the hardest time.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722

animalbylaws@spca.bc.ca



The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA
SPEAKING FOR ANIMALS

spca.bc.ca



WHY IS THIS AN ISSUE?

Most pet owners consider their animals an important part of their family, and research has proven that pets improve our physical, mental and emotional health and well-being. However, many families have to make the heartbreaking choice between keeping their pets and finding a place to live. Approximately 25% of all cats and dogs surrendered to the BC SPCA (totaling more than 11,000 animals and families over the past eight years) are victims of a lack of pet-friendly housing.

Already vulnerable populations, including those earning low incomes, young people, seniors and women are disproportionately impacted by the lack of pet-friendly housing across the province - and these are the very people who often rely on the love and support of their pets the most.



WHAT CAN WE DO?

Although local governments are not primarily responsible for housing, you can call on the provincial government to increase the availability and affordability of pet-friendly housing in your community and across British Columbia. You can also work with MLAs, housing developers, non-profit housing providers and landlords in your community to advocate for more pet-friendly housing and find creative solutions that protect families with pets as well as landlords and stratas.



WHO ELSE HAS TAKEN ACTION?

Ontario's *Residential Tenancies Act* does not allow landlords to include "no pet" clauses in rental agreements or to charge additional pet deposits on top of regular damage deposits. In 2020, the City of Vancouver passed a *motion* to ask the province to prohibit "no pet" clauses in rental contracts in B.C.



YOU CAN HELP KEEP EXOTIC ANIMALS IN THE WILD

Exotic animals suffer when they're captured, kept, bred in captivity and sold as pets or entertainment. Removing them from the wild, and releasing them in B.C., damages sensitive ecosystems.

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? WHY IS THIS AN ISSUE?

Exotic animals are wild animals; they haven't been domesticated over thousands of years like cats or dogs. Even generations of captive breeding does not remove their wild instincts and needs. They suffer in captivity and most people don't have the resources or knowledge to fully meet their physical, behavioural and psychological needs.

Removing exotic animals from their natural habitat damages fragile ecosystems and can threaten the survival of wild populations. When they're released in B.C., they can harm our ecosystem and threaten native wildlife. Exotic animals can also transfer serious diseases to humans or other animals, and injure their owners. Learn more about the problem with exotic pets [here](#).

The B.C. [Wildlife Act](#) only regulates the most dangerous exotic animals as Controlled Alien Species, leaving local governments to deal with other exotic species such as serval cats, kangaroos, ball pythons, parrots and turtles.



WHAT CAN WE DO?

You can personally choose not to keep exotic pets or support businesses that display or sell them, and educate others about the [exotic pet trade](#). As a local government, you can adopt bylaws that prohibit keeping, breeding, selling and displaying exotic animals and their hybrids.



WHO ELSE HAS TAKEN ACTION?

City of Courtenay:
Bylaw No. [1897](#)

City of Fort St. John:
Bylaw No. [2527](#)

Ahousaht First Nation:
Bylaw No. [2019-01](#)

Find more BC SPCA-recommended progressive bylaws [here](#).

YOU CAN PROTECT ANIMALS & PEOPLE FROM FIREWORKS

Fireworks might seem like harmless entertainment, but they can have far-reaching and long-lasting impacts on animals, people and the environment.



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BCSPCA

SPEAKING FOR ANIMALS

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? WHY IS THIS AN ISSUE?

Exploding fireworks can terrify pets, farm animals and wildlife. Frightened animals are more likely to panic, try to escape or act uncharacteristically. This may mean pets bolting through doors and into traffic, farm animals trampling through fences and breaking limbs, and wildlife flying into buildings or abandoning vulnerable young.

Fireworks can also injure and traumatize people, including those with sensory issues and PTSD, veterans, and survivors and witnesses of gun violence. Structure fires and wildfires can be sparked by fireworks, particularly in dry conditions. Toxic chemicals and debris from fireworks can contaminate air, water and soil, and the debris that's left behind can be eaten by wildlife or domestic animals.

Learn more about the dangers of fireworks [here](#).



WHAT CAN WE DO?

You can personally refrain from setting off fireworks and encourage your friends and neighbours to do the same. You can also keep your pets safe indoors on nights when fireworks are usually set off.

As a local government, you can adopt bylaws to prohibit the sale of fireworks and control when and where fireworks can be set off. You can also prohibit the use of fireworks or require permits and proper training and certification.



WHO ELSE HAS TAKEN ACTION?

City of Vancouver:

Bylaw No. [12472](#)

District of Saanich:

Bylaw No. [8865](#)

City of Mission:

Bylaw No. [1706](#)

Find more BC SPCA-recommended progressive bylaws [here](#).



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Have questions about how you can improve animal welfare in your community?

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BCSPCA
SPEAKING FOR ANIMALS

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YOU CAN PROVIDE PUBLIC SPACES FOR DOGS

Safe, accessible dog-friendly spaces, especially in higher density neighbourhoods, can be important places for dogs and people to exercise and socialize outdoors.

? WHY IS THIS AN ISSUE?

Increasing rates of pet ownership and increasing density in our neighbourhoods mean there is less private space for dogs (like personal backyards). This has created a growing demand for safe, accessible, dog-friendly public spaces. Research has shown that pets contribute to their owner's mental, physical and emotional health, so making communities more welcoming for dogs is also an investment in people's health and well-being.

Dog-friendly public spaces can be a great place for well-socialized dogs and their owners to exercise, enjoy the outdoors and socialize with other dogs and people. Designated off-leash areas can reduce conflicts with other park users, reduce unsanctioned off-leash activity in more sensitive areas and protect wildlife.

💡 WHAT CAN WE DO?

You can talk to your friends, neighbours and dog owners in your community to find out what spaces they use and value, and what else might be needed.

As a local government, you can analyze access to and distribution of safe, accessible dog-friendly spaces throughout your community and allocate land and financing to develop more spaces where needed.

✓ WHO ELSE HAS TAKEN ACTION?

The City of Vancouver adopted its [People, Parks and Dogs: A Strategy for Sharing Vancouver's Parks](#) in 2017.

The District of Saanich is currently developing a [People, Pets and Parks](#) strategy.



YOU CAN REDUCE CONFLICTS BETWEEN PEOPLE & WILDLIFE

The most effective way to solve wildlife conflicts is to prevent them before they happen. Feeding wild animals is harmful and dangerous for us and them.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

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animalbylaws@spca.bc.ca



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? WHY IS THIS AN ISSUE?

When wild animals eat human food instead of their natural diet, their health suffers. If they come to rely on us for food, it can disrupt their natural movement and migration patterns and lead to the spread of disease. Wild animals who regularly interact with humans lose their healthy sense of fear and can become a nuisance and a public safety concern.

Even if feeding isn't intentional, wildlife can be attracted to our neighbourhoods by improperly stored garbage, compost, bird feeders, dirty barbecues, pet food, and fruit in trees or on the ground. Get more information about the dangers of feeding wildlife [here](#).

The B.C. [Wildlife Act](#) only prohibits the feeding of dangerous wildlife such as bears, cougars, coyotes or wolves, leaving local governments to regulate the feeding and management of attractants for other wildlife species.



WHAT CAN WE DO?

You can personally refrain from feeding wild animals, make sure you properly manage your garbage, compost, gardens and barbecues and encourage your friends and neighbours to do the same.

As a local government, you can adopt bylaws that prohibit intentional feeding and require proper storage and management of attractants.



WHO ELSE HAS TAKEN ACTION?

District of Tumbler Ridge: Bylaw No. 692	City of Vancouver: Bylaw No. 13321	City of Coquitlam: Bylaw No. 4284
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Find more BC SPCA-recommended progressive bylaws [here](#).



YOU CAN HELP HUMANELY CONTROL RODENTS

Even though rodents and other wild animals can pose a health risk or be seen as a nuisance, they don't deserve to be treated inhumanely.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

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? WHY IS THIS AN ISSUE?

Each year, millions of rodents and other animals suffer cruel deaths from inhumane pest control methods like glueboards and poison. Rodents trapped on glueboards often die slowly from suffocation, dehydration or exposure. Birds, small animals such as squirrels or chipmunks, and cats can also be trapped and die on glueboards.

Rodent poisons (rodenticides) cause a slow, painful death and can also kill owls, eagles, cats and dogs who eat poisoned rodents or the poison itself.

Thanks to action by thousands of animal welfare supporters and over 20 B.C. municipalities, the provincial government announced a temporary ban on three specific second-generation anticoagulant rodenticides in July of 2021, then a permanent ban set for January 21, 2023. Find out more [here](#).



WHAT CAN WE DO?

You can personally take steps to rodent-proof your home, car or office, use [AnimalKind](#) standards to humanely control nuisance wildlife and encourage your friends and neighbours to do the same. As a local government, you can adopt policies to ban the use of all types of harmful rodenticides and glueboards on all municipal property and educate your residents on humane methods of rodent control.



WHO ELSE HAS TAKEN ACTION?

At least 23 B.C. municipalities (listed [here](#)) have passed motions or bylaws to ban all rodenticides (not just second-generation anticoagulants) on all municipal property to focus on prevention, exclusion and humane control.

Find more BC SPCA-recommended progressive bylaws [here](#).

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*