



**-REGULAR COUNCIL MEETING AGENDA-**

Meeting #: 1574  
 Date: Tuesday, February 7, 2023, 9:00 am  
 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. **APPROVAL OF AGENDA**  
**Recommendation:**  
**THAT** the agenda be approved as presented.
3. **ADOPTION OF MINUTES**
  - 3.1 **Regular Council Meeting No. 1573, Tuesday, January 24, 2023** 4  
**Recommendation:**  
**THAT** the minutes Regular Council Meeting No. 1573, held Tuesday, January 24, 2023, be adopted as circulated.
4. **BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**
5. **BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**
6. **COMMITTEE MINUTES - FOR INFORMATION**
7. **DELEGATION**
  - 7.1 **BCHYDRO – Pemberton Substation Expansion Presentation - Whitney Deane, Stakeholder Engagement Advisor, Community Relations and Jas Gill, Program Manager** 10
8. **STAFF REPORTS**
  - 8.1 **Office of the CAO**
    - a. **Office of the CAO 2022 Fourth Quarter Operational Priorities Update** 11  
**Recommendation:**  
**THAT** Council receives the Office of the CAO 2022 Fourth Quarter Operational Priorities and Office of the CAO Update for information.
    - b. **UBCM CEPF Disaster Risk Reduction-Climate Adaptation Funding Application – Arn Canal Pump Station Project** 15  
**Recommendation:**  
**THAT** the Village of Pemberton's application on behalf of the Pemberton Valley Dyking District (PVDD) to the UBCM's Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation funding stream up to an amount of \$500,000 to fund the design of the Arn Canal Pump Station be supported.
  - 8.2 **Corporate and Legislative Services**
    - a. **Corporate & Legislative Services 2022 Fourth Quarter Administration Report** 18  
**Recommendation:**  
**THAT** the Corporate & Legislative Services 2022 Fourth Quarter Administration Update be received for Information.

b.	2022 Fourth Quarter Regular Council Meeting Outstanding Resolutions Update	23
	<b>Recommendation:</b> <b>THAT</b> the 2022 Fourth Quarter Regular Council Meeting Outstanding Resolutions Update be received for information.	
<b>8.3</b>	<b>Development Services</b>	
a.	Development Services 2022 Fourth Quarter Report	27
	<b>Recommendation:</b> <b>THAT</b> the Development Services 2022 Fourth Quarter Report be received for information.	
<b>8.4</b>	<b>Operations</b>	
a.	Operations 2022 Fourth Quarter Report	34
	<b>Recommendation:</b> <b>THAT</b> the Operations Department 2022 fourth quarter report be received for information.	
<b>8.5</b>	<b>Recreation</b>	
a.	Recreation Services 2022 Fourth Quarter Report	39
	<b>Recommendation:</b> <b>THAT</b> Council receive the Recreation Services 2022 Fourth Quarter Report for information.	
<b>8.6</b>	<b>Pemberton Fire Rescue</b>	
a.	Pemberton Fire Rescue 2022 Fourth Quarter Report	45
	<b>Recommendation:</b> <b>THAT</b> the Pemberton Fire Rescue 2022 Fourth Quarter Report be received for information.	
<b>9.</b>	<b>BYLAWS</b>	
<b>10.</b>	<b>MAYOR'S Report</b>	
<b>11.</b>	<b>COUNCILLORS' Reports</b>	
<b>12.</b>	<b>CORRESPONDENCE</b>	
<b>12.1</b>	<b>Correspondence for Action</b>	
a.	Squamish-Lillooet Regional District, dated January 27, 2023, request to increase the annual requisition for the Pemberton Valley Recreational Trails Service Establishment	55
	<b>Recommendation:</b> <b>THAT</b> Council give participating area approval by consenting, on behalf of the electors of the Village of Pemberton, to the adoption, by the Squamish-Lillooet Regional District, of proposed SLRD Bylaw 1805-2023, cited as "Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023";	
	<b>AND THAT</b> Village of Pemberton staff notify the SLRD Board of the Village of Pemberton's consent.	

- b. Squamish-Lillooet Regional District, dated January 27, 2023, request to increase the annual requisition for the Regional Invasive Species Management and Control Service Bylaw

**Recommendation:**

**THAT** Council give participating area approval by consenting, on behalf of the electors of the Village of Pemberton, to the adoption, by the Squamish-Lillooet Regional District, of proposed SLRD Bylaw 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023”;

**AND THAT** staff be directed to notify the SLRD Board of the Village of Pemberton’s consent.

**12.2 Correspondence for Information**

**13. DECISION ON LATE BUSINESS**

**14. LATE BUSINESS**

**15. NOTICE OF MOTION**

**16. QUESTION PERIOD**

**17. IN CAMERA, CONTINUED**

**Recommendation:**

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

**18. RISE WITH REPORT**

**19. ADJOURNMENT OF REGULAR COUNCIL MEETING**

**Recommendation:**

**THAT** the meeting be adjourned.

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

Meeting #: 1573  
Date: Tuesday, January 24, 2023, 10:00 am  
Location: Council Chambers & Zoom Webinar  
7400 Prospect Street

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

ABSENT: Councillor Jennie Helmer

STAFF: Elizabeth Tracy, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Renée St-Aubin, Administrative Assistant  
Scott McRae, Manager of Development Services  
Colin Brown, Planner II

DELIGATION: Melissa Clements, Community Planner, Urban Systems

MEDIA: 1

PUBLIC: 3

*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 10:03am Mayor Richman called the meeting to order.

**2. IN CAMERA**

At 10:04pm Council moved In Camera.

Moved/Seconded

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

**CARRIED**

**3. RECESS REGULAR MEETING**

At 1:00pm Council rose without report, recessed the Regular meeting to move to Committee of the Whole.

**4. IN CAMERA, CONTINUED**

At 3:27pm the Regular Meeting was reconvened and Council moved In Camera.

Moved/Seconded

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

**CARRIED**

**5. RECESS REGULAR MEETING**

At 3:45pm Council rose without report and the Regular meeting was recessed.

**6. RECONVENE REGULAR MEETING**

At 5:30pm the Regular meeting was reconvened.

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

**7. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved as presented.

**CARRIED**

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

**8.1 Advisory Land Use Commission**

Moved/Seconded

**THAT** Judith Walton, Danielle Menzel, and Sierra Aston be appointed to the Advisory Land Use Commission for a two (2) year term to expire in December 2024.

**AND THAT** Nick Fisher be reappointed to the Advisory Land Use Commission for a two (2) year term to expire in December 2024.

**CARRIED**

**8.2 Advisory Design Review Commission**

Moved/Seconded

**THAT** Nikki Chatwin be appointed to the Advisory Design Review Commission for a two (2) year term to expire in December 2024.

**AND THAT** Brian Dorgelo be reappointed to the Advisory Design Review Commission for a two (2) year term to expire in December 2024.

**CARRIED**

## 9. ADOPTION OF MINUTES

### 9.1 Regular Council Meeting No. 1572, Tuesday, December 13, 2022

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1572, held Tuesday, December 13, 2022, be adopted as circulated.

**CARRIED**

## 10. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising.

## 11. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

## 12. COMMITTEE MINUTES - FOR INFORMATION

## 13. DELEGATION

### 13.1 Official Community Plan Review Launch Presentation: Melissa Clements - Urban Systems

At 5:33pm Melissa Clements, Community Planner with Urban Systems, joined the meeting electronically.

Ms. Clements presented an update of the Official Community Plan (OCP) Review, which is the visioning document that will guide growth and development of the Village of Pemberton until 2050.

Ms. Clement advised that the public engagement period for the OCP was launched on January 16<sup>th</sup>, 2023. Discussion took place regarding the following:

- Monitoring participation to ensure successful public engagement
- Screening requests that are outside of the Village of Pemberton's jurisdiction
- Communicating community engagement strategy results
- Initiatives for senior and youth participation

At 6:04pm Ms. Clements left the meeting.

## 14. STAFF REPORTS

### 14.1 Office of the CAO

#### a. 2023 Council Priorities

Moved/Seconded

**THAT** the 2023 Council Priorities be approved as presented.

**CARRIED**

### 14.2 Corporate and Legislative Services

#### a. Lower Mainland Local Government Association (LMLGA) Call for Resolutions

Moved/Seconded

**THAT** the report, titled Lower Mainland Local Government Association (LMLGA)

Call for Resolutions, dated January 24, 2023, be received for information.

**CARRIED**

**15. BYLAWS**

**15.1 Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (ICBC decal requirement change) Bylaw No. 939, 2022**

Moved/Seconded

**THAT** the Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (ICBC decal requirement change) Bylaw No. 939, 2022 receive fourth and final reading.

**CARRIED**

**16. MAYOR'S Report**

Mayor Richman attended and reported on the following:

- Conference call with Regional Mayors and Minister of Municipal Affairs
- Squamish-Lillooet Regional District Pemberton Valley Utilities & Services Committee (PVUS)
- Spelkúmtn Community Forest Interim Board meeting noting a community open house will be held on Thursday, March 2<sup>nd</sup>, 2021.

Squamish-Lillooet Regional District Board Meeting held in December 2022.

**17. COUNCILLORS' Reports**

Councillor Craddock attended and reported on the following meetings:

- Spelkúmtn Community Forest Interim Board meeting

Councillor Nightingale attended and reported on the following meetings:

- Pemberton and District Library Board

Councillor Ramsden attended and reported on the following meetings:

- Pemberton Valley Economic Development Collaborative

**18. CORRESPONDENCE FOR ACTION**

**18.1 2023 Lower Mainland Local Government Associations Conference**

Mayor Richman will be attending and council members interested in attending are to advise staff.

Moved/Seconded

**THAT** the correspondence be received.

**CARRIED**

**18.2 Kathryn Philip, dated January 18, 2023 regarding public transit service between Pemberton and Whistler**

Moved/Seconded

**THAT** the correspondence be referred to staff for response;

**AND THAT** a Transit Working Committee meeting be called to discuss the number of service-related issues as a result of the significant increase in ridership experienced since October and the potential for restoration of funding to meet the need for increased service levels.

**CARRIED**

**18.3 Niki Vanker, dated January 18, 2023 regarding public engagement for the Benchlands Development**

Moved/Seconded

**THAT** the correspondence be referred to staff for response.

**CARRIED**

**19. CORRESPONDENCE FOR INFORMATION**

**19.1 Jennifer Dyson, Chair, Agricultural Land Reserve, congratulating new Council**

Moved/Seconded

**THAT** council receives the correspondence for information.

**CARRIED**

**20. DECISION ON LATE BUSINESS**

**21. LATE BUSINESS**

**22. NOTICE OF MOTION**

**23. QUESTION PERIOD**

David Song, Pique Newsmagazine

Requested information respecting the status and anticipated completion of the Pemberton Children's Centre expansion project which was identified as a Council priority.

**24. IN CAMERA**

At 6:45pm Council moved in camera.

Moved/Seconded

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

**CARRIED**

**25. RISE WITH REPORT**

At 6:59pm Council rose without report.

**26. ADJOURNMENT OF REGULAR COUNCIL MEETING**

At 6:59pm the meeting was adjourned.

Moved/Seconded

**THAT** the meeting be adjourned.

**CARRIED**



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Mike Richman, Mayor

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Sheena Fraser, Corporate Officer

DRAFT

**From:** [no-reply@webguidecms.ca](mailto:no-reply@webguidecms.ca)  
**To:** [Sheena Fraser](#)  
**Subject:** Website Submission: Request to Appear Before Council - pemberton.ca  
**Date:** Monday, January 16, 2023 11:46:01 AM

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

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

## Form Submission Info

First Name: Whitney

Last Name: Deane

Company or Organization Name (If Applicable): BC Hydro

Title (If Applicable): Community Relations, Stakeholder Engagement Advisor

Email: [REDACTED]@bchydro.com

Phone Number: [REDACTED]

Street Address: 333 Dunsmuir St

City/Town: Vancouver

Province: B.C.

Postal Code: V6B 5R3

Requested Date to Appear Before Council: 02/07/2023

Purpose of Presentation to Council: Introduction: Pemberton Substation Rebuild Project

Please attached any related documents (if applicable):

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

**Date:** Tuesday, February 7, 2023

**To:** Council

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

**Subject:** Office of the CAO 2022 Fourth Quarter Operational Priorities Update

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### **PURPOSE**

The purpose of this report is to provide Council with an update on the operational priorities and activities of the Office of the CAO for the fourth quarter of 2022.

### **BACKGROUND**

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's priorities and office of the CAO projects and activities.

### **DISCUSSION & COMMENTS**

In fourth quarter of 2022 the Chief Administrative Officer began establishing the new CAO's team, onboarded new Council, planned for and made initial steps toward new approaches to working at the Village, and brought staff and Council together to set priorities going into 2023.

The following sections detail the tasks/projects undertaken in the fourth quarter for the Office of the CAO:

#### **Emergency Management:**

The following provides fourth quarter updates for the Emergency Program Coordinator:

- Facilitated the Emergency Operations Centre (EOC) flood evacuation functional exercise in partnership with the District of Squamish and Squamish-Lillooet Regional District.
- Prepared and distributed a fall flood preparedness newsletter to promote public education and preparedness ahead of the fall flood season.
- Attended the Emergency Preparedness and Business Continuity Conference with sessions focused on the Emergency Program Act Modernization, lessons learned from the wildfire season and atmospheric river responses and recoveries, climate change adaptation and Emergency Operations Centre (EOC) mental health awareness.
- Created and finalized the Operational Evacuation Plan and Regional Evacuation Framework.
- Assisted in the preparation and submission of the UBCM Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation grant application for the Meager Creek Landslide Debris Restoration project.

### Communications and Grant

The following provides fourth quarter updates for the Communications and Grant Coordinator:

- Assisted with the submission of four (4) funding applications to support 2022 Strategic Priorities and shovel-ready projects. Also assisted with the submission of two flow-through grants for partner organizations.
- Participated in EOC Flood Evacuation Exercise held in October in the role of Information Officer.
- Assisted with communications and signage for Phase 1 of the Pemberton Children's Centre project.
- Continued to deliver all communications requirements for the 2022 Election.
- Coordinated and executed joint Federal, Provincial and Village media announcement for the Zero Emissions Vehicle Infrastructure Fund including announcement of Village's successful application for two EV Chargers on Aster Street.
- Assisted with the Official Community Plan (OCP) Review launch communications including community engagement advice and support, website development, collateral development, design and printing, media relations and social media.
- Continued to provide other ongoing strategic communications support, branding and collateral development, public relations and media support, website, social media and eNEWS development and grant administrative support to various departments within the Village of Pemberton as well as external partners and stakeholders.

### Human Resources

The following provides fourth quarter updates for the HR Coordinator:

- Onboarded:
  1. Program Leader (part time)
  2. x5 Firefighters (paid-on-call)
  3. GIS and Engineering Technician
  4. Equipment Operator – Snow Removal (Casual)
  5. x3 casual recreation employees
- Supported internal transfer of:
  1. Deputy Fire Chief
- Offboarded:
  1. Bylaw Enforcement & Animal Control Officer
  2. GIS & Engineering Technician
  3. Parks Labourer (Summer Seasonal)
- Ongoing recruitment activity for Fire Captain, Parks Labourer, Deputy Corporate Officer, Program Leader (part-time), x2 Customer Service Representatives (part-time) and SCF Board Director
- Received and analyzed compensation study report from Western Compensation & Benefits Consultants (WCBC)

- Launched and analyzed results for the Fall Staff Survey
- Supported Fire and Finance with budget process in relation to Fire compensation data
- Created a training matrix and started capturing training needs for 2023
- Coordinated the Staff End of Year celebration and length of service awards
- Submitted 2 applications for Work BC Skills Training Grant
- Participated in strategic planning session with Council
- Connected with Lil'wat HR regarding diversity, equity and inclusion (DEI) opportunities
- Compiled data and completed an HR Update for Council
- Established and chaired first meeting with the Village's Green Team

### Executive Assistant

The following provides fourth quarter updates for the Executive Assistant who is supporting the CAO on several ongoing initiatives and projects in addition to the following:

- Represented the Village as a liaison to the Regional Economic Development Collaborative, Sea to Sky Destination Management Committee and Tourism Pemberton
- Coordinated the working group for the Municipal Hall and Fire Hall conceptual program design
- Wrapped up the Cultural Safety and Humility training for full-time staff
- Coordinated a two-day strategic planning session for Council and Staff

### COMMUNICATIONS

There are no communications considerations at this time.

### LEGAL CONSIDERATIONS

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

### IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours as the activities undertaken by Staff noted above are operational and incorporated into the day-to-day activities of each department.

### INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

### COMMUNITY CLIMATE ACTION PLAN

Community Climate Action Plan. In this regard, reporting on the status of Strategic Priorities and updating Council on departmental workplans through quarterly reports aligns with Leadership 1.2 as provided below:

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

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There is no impact on the region or neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Council receives the Office of the CAO 2022 Fourth Quarter Operational Priorities and Office of the CAO Update for information.

Prepared or Submitted by:	Elizabeth Tracy, Chief Administrative Officer
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date: Tuesday, February 7, 2023**

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

**From: Sarah Toews, Emergency Program Coordinator**

**Subject: UBCM CEPF Disaster Risk Reduction-Climate Adaptation Funding Application – Arn Canal Pump Station Project**

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### **PURPOSE**

The purpose of this report is to seek support to submit an application on behalf of the Pemberton Valley Dyking District (PVDD) to the UBCM's Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation funding stream for the engineering of a pump station on the Arn Canal.

### **BACKGROUND**

The Arn Canal is a mostly man-made drainage feature in the Pemberton Valley that drains the low-lying agricultural fields and urban areas within the Village of Pemberton including the most populated and asset dense area.

The effectiveness of the Arn Canal has been tested during multiple flood events and is most subject to a backwatering effect resulting in loss of effectiveness and increasing flood risk within the urban and agricultural areas of Pemberton.

In 2021, the Arn Canal Outlet structure project was completed. This included the installation of four new culverts, associated concrete headwalls and manual shut off valves with the design meeting a 50-year return period. Although meeting an acceptable design criterion, higher flows on the Arn Canal are not only possible but are likely. The rationale for this 50-year return period design was that flows exceeding this return period would result in a backwatering effect, resulting in required pumping. The pump station would be located at the same location as the outlet structure.

### **DISCUSSION & COMMENTS**

The pump station would mitigate the risk from both spring and summer heat events and atmospheric river events. During spring and summer heat events, the high flow levels on the Lillooet River create a backwatering effect on the Arn Canal and reduce or shut off gravity drainage capacity. During the most recent atmospheric river event, the Arn Canal reached a 50-year flow, even with the new outlet structure.

Drainage capacity in the Pemberton Valley compromises post flood recovery drastically. Due to the nature of the Pemberton Valley, during a large-scale flood event, drainage systems take a significant amount of time to lower water levels. The pump station will increase drainage

capacity, allowing water levels to lower at a much quicker rate. In turn, allowing evacuated residents to return home much quicker.

The intent of this application is to seek funding to undertake the first step in this project including an environmental assessment of the project, geotechnical engineering, a detailed design and public outreach. Further components and the construction of the pump station project will require additional funding. If successful in securing these initial funds, the Village and PVDD will have in place a shelf-ready which can be put forward for future grant funding.

### **COMMUNICATIONS**

There are no communication considerations at this time.

### **LEGAL CONSIDERATIONS**

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

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

There are no budget considerations.

Some Staff time will be required to support the grant submission, reporting and project delivery; however, this can be accommodated within the workplans of the Office of the CAO and Finance department.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

If successful, the Finance Department supports the administration of the funding, reviewing financial summaries and final reporting.

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

The Arn Canal pump station project will be considered within a larger context of the Village's Community Climate Action Plan and consideration of multiple objectives will be given to ensure alignment.

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

This project has been identified through the Pemberton Valley Emergency Management Committee (PVEMC) as a priority mitigation project for the Pemberton Valley. This project results in positive impacts for the Squamish-Lillooet Regional District Area C, Lil'wat Nation and the PVDD as it will increase public safety through all populated areas of the Pemberton Valley.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.



**RECOMMENDATIONS**

**THAT** the Village of Pemberton’s application on behalf of the Pemberton Valley Dyking District (PVDD) to the UBCM’s Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation funding stream up to an amount of \$500,000 to fund the design of the Arn Canal Pump Station be supported.

**ATTACHMENTS:**

Prepared by:	Sarah Toews, Emergency Program Coordinator
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date: Tuesday, February 7, 2023**

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

**From: Sheena Fraser, Manager, Corporate & Legislative Services**

**Subject: Corporate & Legislative Services 2022 Fourth Quarter Administration Report**

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### **PURPOSE**

The purpose of this report is to provide Council with an update on the administrative activities of Corporate & Legislative Services department in the fourth quarter of 2022, from October 1<sup>st</sup> to December 31<sup>st</sup>.

### **BACKGROUND**

Administrative update reports are presented quarterly to inform Council of department activities. This report complements the outstanding resolutions report, also on today's agenda, which presents a status update on resolutions in progress or not yet actioned.

### **DISCUSSION & COMMENTS**

#### **Election 2022**

In the fourth quarter a large focus for Corporate & Legislative Services continued to be the Local Government General Election which included three Advanced Voting Opportunities held on Saturday, October 1<sup>st</sup>, Wednesday, October 5<sup>th</sup> and October 12<sup>th</sup>. General Voting Day was held on Saturday, October 15, 2022.

This election included the introduction of mail ballots and while the uptake in utilizing this form of voting was not significant it has set the stage for it to be facilitated going forward. In general, the voter turnout increased which was satisfying for staff as the Election Team worked hard to increase voter awareness through the advertising, social media posts and moving the voting proceedings to the Pemberton & District Community Centre and the addition of a third advanced voting opportunity which was held on a Saturday.

While the bulk of election activities took place in the third and fourth quarters; planning for elections begins in January and includes review and updating the Election Procedure Bylaw, appointing the Chief Election Officer and the Deputy Chief Election Officers, coordinating with Sea to Sky School District No. 48 and attending election training facilitated by the Local Government Management Association.

In early October, Gwendolyn Kennedy, who was appointed as the Chief Election Officer, left the Village as such Sheena Fraser was appointed to the position to oversee the final stages of the election. The election was well run, and this is a credit to Elena Aranguren and Renee St-Aubin who both stepped up to take on the roles of Deputy Chief Election Officers.

### Other Administrative Activities:

The tables below summarize the administrative activities of the Corporate & Legislative department and include statistics related to specific tasks.

### Freedom of Information Requests

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

### Business Licences

Business licences are administered by Corporate & Legislative Services, reviewed by Development Services and Pemberton Fire Rescue as required, and issued by the Finance department once approved. In general, the number of business licences issued in the fourth quarter decreases; however, as an incentive not to wait until the new year the Business Licence Permit fee reduces by 50% on October 1<sup>st</sup>.

As can be seen in the table below, the number of licensed businesses has grown steadily since 2019.

2019	2020	2021	2022 First Quarter	2022 Second Quarter	2022 Third Quarter	2022 Fourth Quarter	Year to Date
399	416	443	456	24	18	10	508

### Short Term Vacation Rental – Business Licences

Included in the above Business Licence numbers are Short Term Vacation Rental business licences. As noted in the third quarter update, as the COVID-19 pandemic has wound down and more new homes are coming online in areas such as The Ridge, Sunstone and The Benchlands, the Village has been fielding more enquiries about short-term vacation rental business licences.

At this time, there is a cap on the number of short-term vacation rental business licences issued within different neighbourhoods of the Village. This cap is based on 5% of the total number of dwelling units in each neighbourhood. As a result, certain neighborhoods like The Glen, Aspen Fields and The Ridge are capped out and waiting lists are in place.

A breakdown by neighbourhood is provided below:

Neighbourhood	Total Dwelling Units	5% Cap	Number of Licenses issued	Number of Licenses available	Waitlist
Aspen Fields	75	3	3	0	2
Benchlands	152	7	6	1	0
The Glen	118	5	5	0	3
Pemberton Plateau	66	3	3	0	2
The Ridge	44	2	2	0	2
Town Centre	33	1	1	0	1
Sunstone Ridge	16 (Cerulean Drive)	1	0	0	0
<b>TOTAL</b>		<b>22</b>	<b>20</b>	<b>1</b>	<b>8</b>

Staff monitor the Airbnb site as often as time will permit to ensure all business licence holders have provided the information required (ie: noted their business licence number in their listing) and for those listings not compliant with Village regulations. In the fourth quarter, Staff identified two (2) properties offering short-term vacation rentals that did not hold a business licence and were not compliant with the regulations. Staff contacted the property owners to advise of the regulations and the listings were subsequently removed. It should be noted that it is not always possible to identify the property or owner of a listing, and, in those instances, enforcement is difficult to undertake. Staff are also aware of three (3) business licence holders who are not currently advertising or offering short term vacation rentals but are holding business licences.

An average search of the Airbnb site will indicate there are anywhere from 50 – 200 listings in Pemberton. This is deceiving as these numbers may include properties outside the Village boundaries and as far away as Whistler and D’Arcy. The listings will also include those licenced under a Bed and Breakfast Licence and long-term rentals (ie: a month or longer) that do not require a business licence.

### **Dog Licences**

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

<b>2019</b>	<b>2020</b>	<b>2021 Total</b>	<b>2022 First Quarter</b>	<b>2022 Second Quarter</b>	<b>2022 Third Quarter</b>	<b>2022 Fourth Quarter</b>	<b>Year to Date</b>
145	157	167	130	4	2	0	136

The Village is aware that the number of dog licences issued is far lower than the number of dogs residing within the Village. Over the past two years, the Village has been limited in its ability to actively engage with the public on the importance of a having a dog licence due to staff absences. In August, the new Bylaw Enforcement Officer was onboarded since that time focus has been on talking to dog owners about the value of ensuring their dog is licenced. This included participating in the Santa PAWS event at North Arm Farm, coordinating with WAG, PAWS, The Animal Barn and Whiskers to sell dog tags. A public information campaign is under development and will roll out in spring 2023.

### **Film Permit**

The Village issued one (1) film permit in the fourth quarter to a production company, producing a car commercial. The film shoot was for one (1) day and took place at 7445 Frontier Street.

### **Water Use Permits**

There were no water use permits issued in the fourth quarter.

### **Backyard Hen Keeping Permit**

There were no backyard hen permits were issued in the fourth quarter. There are currently five (5) permits issued.

### **Bylaw Enforcement Tickets**

Bylaw enforcement increased as the Village’s new Bylaw Enforcement Officer began routine patrols. Given there has been a lack of regular enforcement over the past two years due to staff absences, the focus in the third quarter and beginning of the fourth quarter was on education respecting regulations related to animal control and parking especially in high impact areas

within the Village. Upon the implementation of the Winter Snow Clearing Regulations on November 15<sup>th</sup>, enforcement respecting parking was a focus which resulted in tickets being issued as necessary.

2019	2020	2021 Total	2022 First Quarter	2022 Second Quarter	2022 Third Quarter	2022 Fourth Quarter	Year to Date
332	249	66	1	2	2	39	44

### Tickets sent to Collection

If a ticket has not been paid following two reminders to do so, the ticket will be referred to the Village's collection agency.

2019	2020	2021 Total	2022 First Quarter	2022 Second Quarter	2022 Third Quarter	2022 Fourth Quarter	Year to Date
139	85	16	0	0	0	0	0

### Customer Service Requests:

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

	2019	2020	2021	2022 First Quarter	2022 Second Quarter	2022 Third Quarter	2022 Fourth Quarter	Year to Date
Bylaw enforcement complaints and issues	108	129	94	20	13	12	14	59
Animal control	24	20	30	6	5	7	2	20
General /operational enquiries (up to 2020)	113	124	-	-	-	-	-	-
General enquiries			87	13	29	15	13	70
Operations			79	34	36	24	26	120
Vandalism reports	0	2	4	0	0	0	0	-
<b>Total CSRs received</b>	<b>245</b>	<b>275</b>	<b>294</b>	<b>73</b>	<b>83</b>	<b>58</b>	<b>55</b>	<b>269</b>

The total number of inquiries and complaints aligns with past years but the breakdown by issue in 2022 has changed. With the full-time Bylaw Enforcement Officer actively patrolling the Village saw an initial increase in dog related complaints being reported; however, that leveled off in the fourth quarter. The overall number of complaints reported is reduced from 2021. The number of operations issues continues to increase, reflecting recent development of housing and recreation facilities that have been added to the scope of work of the Operations department.

Finally, general requests for service appear to have stabilized and decreased over 2021. This could be attributed to residents seeking information through means. (ie: website, eNEWS etc.)

### **COMMUNICATIONS**

There are no communications considerations.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

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

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

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

No interdepartmental impacts or approvals are required.

### **COMMUNITY CLIMATE ACTION PLAN**

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

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

There is no impact on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** the Corporate & Legislative Services 2022 Fourth Quarter Administration Update be received for Information.

### **ATTACHMENTS: None**

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

**Date:** Tuesday, February 7, 2023

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

**From:** Sheena Fraser, Manager, Corporate & Legislative Services

**Subject:** 2022 Fourth Quarter Regular Council Meeting Outstanding Resolutions Update

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### **PURPOSE**

The purpose of this report is to present to Council a list of the resolutions from previous regular meetings for which action is incomplete or in progress as of December 31, 2022.

### **BACKGROUND**

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

### **DISCUSSION & COMMENTS**

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

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

It should be noted that the outstanding resolutions on the list attached are all held over from previous Council. In some instances, the direction has been incorporated into the budget deliberation process at which time Council may determine if the work should proceed. In other cases, the direction has been put forward to a department work plan for consideration but may be deferred depending on budget, resources, workload or other the establishment of other priorities.

### **COMMUNICATIONS**

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

**LEGAL CONSIDERATIONS**

There are no legal considerations.

**IMPACT ON BUDGET & STAFFING**

There is no impact on budget or staffing.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

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

**COMMUNITY CLIMATE ACTION PLAN**

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

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There is no impact on the region or neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

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

**ATTACHMENTS:**

**Appendix A:** 2022 Fourth Quarter Regular Council Meeting Outstanding Resolution Listing

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



**REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING  
2022 Fourth Quarter Update as at December 31, 2022**

**APPENDIX A**

<b>Mtg No</b>	<b>Date</b>	<b>Topic</b>	<b>Resolution</b>	<b>Comment</b>
1539	01-June-21	<b>Crown Land Tenure Application – Lillooet River Park and Boat Launch</b>	<b>THAT</b> Staff consider options that would see the existing Crown land tenure area, held by the Village, of the Lillooet River Bridge area, also known as: BLOCK A OF DISTRICT LOTS 204 AND 8746, LILLOOET DISTRICT protected for public purposes;  <b>AND THAT</b> Staff consult with the Squamish-Lillooet Regional District Staff to discuss options.	<b>STATUS UPDATE:</b> This matter has been brought forward for discussion with the SLRD.
1558	5-April-22	<b>Establishment of Airport Lease Application Fee and Deposit</b>	<b>THAT</b> Staff be directed to research and develop a fee structure for Airport Lease Applications that includes a deposit, in the amount of \$5,000, and bring back to a Committee of the Whole meeting for review.	<b>STATUS UPDATE:</b> This item has been placed on the Corporate and Legislative Services workplan and will be brought forward as part of the next Fees and Charges Bylaw Amendment.
1558	5-April-22	<b>Airport Lease Rate Review</b>	<b>THAT</b> a fair market evaluation and comparison of airport lease rates be undertaken in 2023 in anticipation of the lease renewals that will be considered in 2025 and beyond;  <b>AND THAT</b> this initiative be included in the 2023 budget deliberations for consideration.	<b>STATUS UPDATE: REFERRED TO 2023 BUDGET</b>  This item has been added to the 2023 budget list and will be brought forward during the 2023 budget deliberations to take place in early 2023. Should this initiative be approved, it will be incorporated into the Corporate & Legislative Services workplan in 2023.
1563	7-June-22	<b>Parental leave benefits policy</b>	<b>THAT</b> Council directs Staff to prepare a parental leave benefits policy for councillors for consideration at a future meeting.	<b>STATUS UPDATE: IN PROGRESS</b> A draft policy was presented to the Committee of the Whole for review. As a result of feedback from the Committee Staff are undertaking further review of other approaches and updating the policy which will be brought forward for further consideration in 2023.
1564	21-June-22	<b>UNDRIP discussion</b>	<b>THAT</b> Staff put forward for discussion within the first year of the term of new Council, adoption and implementation of the United Nations Declaration on the Rights of Indigenous Peoples.	<b>STATUS UPDATE:</b> This item has been placed on the Office of the CAO workplan.

**REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING**

**2022 Fourth Quarter Update as at December 31, 2022**

**APPENDIX A**

Mtg No	Date	Topic	Resolution	Comment
1564	21-June-22	<b>Bilingual signage</b>	<p><b>THAT</b> Staff prepare a report for a future Committee of the Whole meeting regarding replacing street signage with English-Ucwalmicwts bilingual signage and adding Ucwalmicwts place names;</p> <p><b>AND THAT</b> the report include the costing to undertake the sign replacement for budget consideration.</p>	<p><b>STATUS UPDATE: REFERRED TO 2023 BUDGET</b></p> <p>This matter has been referred to staff for incorporation into work plans and will be brought forward for consideration in the 2023 budget deliberations as may be accommodated.</p>
1567	20-Sept-22	<b>Roads Maintenance Policy</b>	<p><b>THAT</b> Staff be directed to establish a roads maintenance policy and bring back to a future Committee of the Whole meeting for review.</p>	<p><b>STATUS UPDATE:</b> Referred to Operations workplan.</p>
1568	4-Oct-22	<b>Summer Street Food Pilot Program Review</b>	<p><b>THAT</b> the Summer Street Food pilot program be transitioned from a pilot to a permanent program.</p> <p><b>AND THAT</b> Council directs staff to amend the Summer Street Food Policy to support the permanent program.</p> <p><b>AND THAT</b> Council directs staff to prepare an amendment to Business Licence Bylaw No. 855, 2019, exempting Summer Street Food vendors from the cap on mobile vendor business licences.</p>	<p><b>STATUS UPDATE:</b> The Policy is in the process of being updated to accommodate the administrative amendments to transition the program from pilot to permanent.</p> <p>Staff will be preparing a business licence amendment bylaw to incorporate the exemption.</p>

**Date:** Tuesday, February 7, 2023

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

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

**Subject:** Development Services 2022 Fourth Quarter Report

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**PURPOSE**

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

**BACKGROUND**

Quarterly reports are provided throughout the year to keep Council up to date with building, planning, and development activities in the community as well as updates on the department's operational priorities and efforts to improve service.

**DISCUSSION & COMMENTS**

This report provides an overview of the number of permits issued and applications received between October 1 and December 31, 2022 in the following areas:

**BUILDING**

In the fourth quarter of 2022, 7 building permit applications were fully received, and 12 permits were issued. The time between submission of a complete application and issuance of a permit is estimated to be 4 weeks for minor permits and 7 weeks minimum for standard permits depending on the complexity of the project. This information is provided on the Village's website and updated regularly. The table below provides a current summary of permit counts at various stages in the building permit process as of the end of the quarter:

<b>Building Permit Status</b>	<b>Building Permit Count</b>
Applications Received	7
Permits Issued	12
Active Permits as of Jan 1	236
Provisional Occupancy	11
Permits Closed / Occupancy Issued	27

A breakdown of building permits issued for the fourth quarter of 2022 is provided below:

Type of Permit	Permits Issued	Value of Construction	Permit Fees
Single Family Dwelling with suite	1	\$ 1,499,999	\$ 10,799
Tenant Improvement	1	\$ 150,000	\$ 1,350
Other (decks, stairs, renovations, pools, plumbing, etc.)	10	\$ 209,000	\$ 2,755
<b>TOTAL</b>	<b>12</b>	<b>\$ 1,858,999</b>	<b>\$ 14,904</b>

No building related development cost charges were collected in the fourth quarter of 2022.

The table below shows a comparison of permit submissions, permits issued, and fees and charges collected between the current quarter and the same quarter in the previous year:

Description	Total for 4th Quarter 2022	Total for 4 <sup>th</sup> Quarter 2021	Percent Change
Building Permit Applications	7	49	-85%
Building Permits Issued	12	23	-47%
Building Permit Fees Collected	\$ 14,904	\$ 54,937	-73%
Value of Construction	\$ 1,858,999	\$ 6,868,674	-73%
DCCs Collected	\$ 0	\$ 82,749	-100%

For Council's information, the table below summarizes total building permit and DCC fees collected in all of 2022:

Description	Total for 2022	Total for 2021	Percent Change
Building Permits Issued	136	199	-31%
Building Permit Fees Collected	\$277,205	\$ 519,743	-46%
Value of Construction	\$34,827,572	\$ 63,912,626	-45%
DCCs Collected	\$44,167	\$ 341,083	-87%

A reduction in permit volume is evident in the fourth quarter of 2022 compared to 2021. The main factors affecting permit issuance are the complexity of the application, the completeness of the application, and response time of the applicant. Building permit numbers in a community the size of Pemberton are highly sensitive to multi-family projects and newly created subdivisions. The difference in DCCs collected is primarily explained by the type of permits issued. Several permits for multi-family projects were issued in 2021. One large multi-family development

project currently under review will contribute substantial DCCs once the building permit is issued.

Development Service staff also handle minor permits and inquiries related to building and development, including formal requests to view property files. In the fourth quarter, the following activity was recorded in these categories:

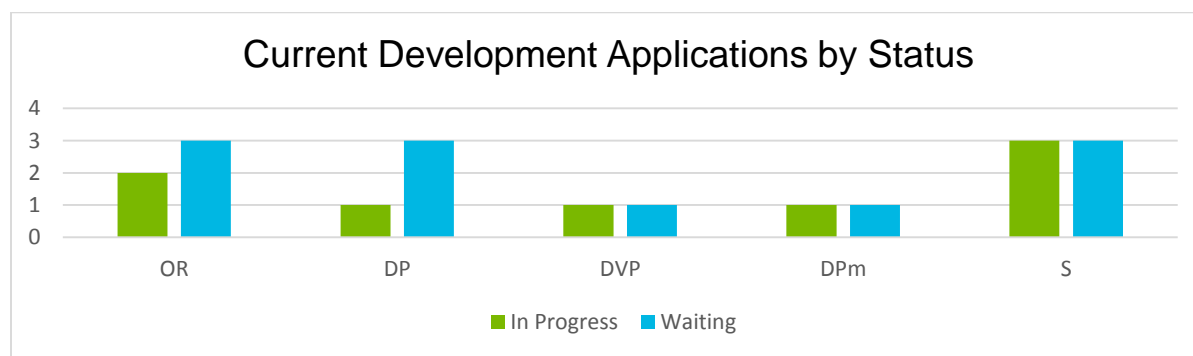
Application Type	Received	Issued
Request to View Property Files	22	N/A
Site Alteration Permits	8	8
Right of Way Use Permits	3	2
Boulevard Maintenance Permits	0	0

## PLANNING

### Current Development Applications

The following data provides a snapshot of the status of development applications in process at the Village as of the end of the quarter. Applications are classified as either “In Progress” or “Waiting”. “In Progress” means Village staff are actively working on the application. “Waiting” means either Village staff are waiting on the applicant or another external organization to provide information to proceed, or another file must progress sufficiently before the application may proceed.

Application Type	In Progress	Waiting	Total
OR – OCP and Zoning Amendment	2	3	5
DP – Major Development Permit	1	3	4
DVP – Development Variance Permit	1	1	2
DPm – Minor Development Permit	1	1	2
S - Subdivision	3	3	6
<b>TOTAL</b>	<b>8</b>	<b>11</b>	<b>19</b>



The development applications currently in process span a huge range of scale and complexity.

The Nkwúkwma (Benchlands) application is on the high end of both scale and complexity and involves detailed engineering and land-use planning work in the early stages to ensure high quality information is available to decision makers. Other projects, while much smaller in scale, pose unique challenges that must be addressed to ensure success for both the developer and the community at large. The development services team often meets with applicants of projects labelled “Waiting” to answer questions and discuss issues. Staff also make efforts to check in with teams on all projects on a regular basis.

### **New Development Applications**

In the fourth quarter of 2022, no new development applications were received in full.

<b>Application Name/Location</b>	<b>Application Description</b>

### **Potential to Appear Next Quarter**

Diverse factors affect when a development application is ready to appear before Council or Committee of the Whole. It is often difficult to confirm an item’s appearance on an agenda more than 3 weeks in advance. As applications advance through the process, it is possible to make educated guesses about which might appear on an upcoming agenda, however no certainty can be assured until the agenda package is finalized. The following development applications may appear before Council or Committee of the Whole in the upcoming quarter:

<b>Application Code</b>	<b>Project Name</b>	<b>Description</b>
DVP131	Liveshare Co-living	Parking Variance
OR133	Nkwúkwma (Benchlands)	Sub Area Plan Review
OR135	Parkside	Consultation Results and Initial Review

## **DEPARTMENT IMPROVEMENT ACTIVITIES**

### **Development Services Mandate**

In the Fourth Quarter the Development Services team, with support from other village teams, has defined the following three primary service objectives. These objectives will be used to guide decision making at a departmental level and will inform the department’s budgeting for 2023.

1. Effective Building Permit and Development Application Processing
2. Meet Policy requirements around growth and development
3. Enable open access to land use information for all users

### Development Services Operational Priorities

Following on the work being done at an organization-wide level to define and manage priorities, the Development Services team has adapted the framework to communicate departmental operational priorities. Items listed in capital letters appeared as Council priorities at the end of the quarter. It is important to note that the full “Later” list has been truncated for concise presentation. The complete “Later” list is available for review upon request.

<b>In Progress (NOW)</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
OCP UPDATE	Public Engagement Launch	January
DAYCARE CONSTRUCTION	Council Direction	January
HOUSING NEEDS REPORT	Report	June
<b>NEXT</b>		
OCP UPDATE: what we heard report		
Climate Action: implementation priorities		
Subdivision and Development Control Bylaw: workshop 2		
<b>LATER</b>		
Development Cost Charge Bylaw: project program		
DAYCARE CONSTRUCTION: utilities relocation		
OCP UPDATE: phase 2 launch		
Soil Deposition Bylaw: 1 <sup>st</sup> reading		
Tree Protection Bylaw		
...		

### Development Services Continuous Improvement

Throughout 2022 the Development Service team has been actively identifying areas for improvement within the team’s responsibilities. These areas are then investigated, and better approaches are discussed. Small issues are solved internally, but larger challenges require the input and collaboration of other parts of the organization, including Council in some cases. The team intends to maintain this practice in 2023 and continue making changes that improve delivery of our service objectives. The table below presents a brief list of some of the changes the team pursued in 2022, and some planned for 2023:

<b>DONE</b>
Building Official program
Service Objectives definitions and KPI’s
Process Audit

<b>DOING</b>
GIS Improvements
Site Alteration Permit Process Replacement
Development Application Forms Update
<b>NEXT</b>
Professional Design Review Panel
Process documentation
Building Bylaw Updates and Bulletins
...

### **COMMUNICATIONS**

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

The new online public engagement platform, [HaveYourSay.Pemberton.ca](https://www.pemberton.ca/development-services/engagement), is used to share information and seek input on long range planning projects. Phase 1 of the OCP project is now live on the site and has registered hundreds of views.

Development Services provides an active listing of all building permits and development permits on the Village website and recently introduced a new format where each major project has their own page that may be accessed by a QR code on Development Notification signage.

The Building Team aims to issue a bi-monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village. These are posted at <https://www.pemberton.ca/departments/building-services/builders-enews>

### **LEGAL CONSIDERATIONS**

There are no legal considerations.

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

Development Services operates on a cost recovery basis as per Development Procedures Bylaw No. 887, 2020. Application fees are collected with development and building permit applications. If the cost of review of a development application exceeds the deposit, additional staff time is cost-recoverable from the applicant.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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



## **COMMUNITY CLIMATE ACTION PLAN**

### **Community Climate Action Plan – Implementation**

The following table summarizes lead the implementation of the Community Climate Action Plan (CCAP) to the end of the current quarter:

<b>Status of Action</b>	<b>Number of Actions</b>
Implemented	5
Prioritized	21
Future	61

Village staff have limited capacity to accelerate implementation of the Community Climate Action Plan. The Village, through the Local Government Climate Action Program, receives support from the provincial government to pursue climate action. Staff intend to seek Council direction on climate action implementation in the first half of 2023.

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

There are no impacts on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

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

### **RECOMMENDATIONS**

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

### **ATTACHMENTS: NONE**

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

**Date:** Tuesday, February 7, 2023

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

**From:** Tom Csimá, Manager of Operations and Projects

**Subject:** Operations 2022 Fourth Quarter Report: October-December 2022

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### **PURPOSE**

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

### **BACKGROUND**

Quarterly reports are provided throughout the year as a means of keeping Council up to date with the Operations/Public Works capital and operational projects and activities.

### **DISCUSSION & COMMENTS**

The focus for the Operations department in the fourth quarter was primarily preparing for winter. This involves fall cleanup of parks and greenspaces, blowing out irrigation lines, shutting off outdoor water standpipes, and preparing equipment for snow clearing operations.

In addition to progress on several planned projects, the Operations team supported the daycare project site preparation by facilitating the removal of the PlayScape Structure at the Nature Play Park located at the Pemberton & District Community Centre lands [Figure 1] and responded to two major water main breaks (Aster Street [Figure 2] and Joseph Despard Pemberton Lane), swiftly and effectively with minimal disruptions. Further, a planned full day BC Hydro power outage, and several key development milestones made for a productive and eventful quarter.

A large winter snowstorm system in late December resulted in an extremely busy holiday season, with significant snowfall over Christmas, requiring the Public Works crew to work long hours to keep roads and sidewalks clear.

Below is a list of the ongoing activities in the Operations Department and the maintenance projects completed during the fourth quarter:

#### **Regular Maintenance and Small Projects**

##### **Public Works**

- Regular operation, inspection, and maintenance of sanitary lift stations, Wastewater Treatment Plant (WWTP), Water Conditioning Plant, Wellhouse and Pumping Stations
- Development Engineering design review
- Sunstone Phase 3 watermain connection inspection and bacteriological testing

- Pothole repair and minor roads maintenance
- Recruiting and hiring of new GIS Technician
- Snow and Ice removal operations
- BC Hydro planned power outage operations response
- Watermain repairs and clean up at Aster Street and Joseph Despard Pemberton Lane
- Sewer service connection/repair for Nursery on Portage Road
- Ongoing work on Supervisory Control and Data Acquisition (SCADA) controls system for Village operations
- Chlorine injection skid overhaul at Ridge Pumphouse
- WWTP basin cleaning/regeneration [Figure 3]

### Parks

- Ongoing garbage collection from public receptacles and sanitization of public toilets
- Fall leaf and debris cleanup
- Garden bed winterization
- Irrigation winterization
- Christmas lights installation
- Alder Street pocket park clearing/cleanup
- One Mile Lake beaver dam removal
- One Mile Lake Nature Centre tree clearing



Figure 1 – Nature Play playground removal for site preparations of Daycare Expansion



Figure 2 – Watermain break repair on Aster St, October 2022.



Figure 3 – WWTP Basin Cleaning

The following is a list of the major projects and their status at the end of the fourth quarter.

Table 1 – Major project list

Project	Status	Notes
Pemberton Farm Road East (washout)	Complete	BC Hydro restoration work completed, as well as drainage and culvert work. Roadway re-paved in October 2022.
WWTP Basin Cleaning	Complete	Confined space entry procedure approved by Worksafe BC, Basin 1 completed in October 2022, Basin 2 scheduled for spring 2023.
Lot 13 - Multimodal Transportation Hub (Park and Ride - Portage Road)	In Progress	Grant application successful. Survey completed. Engineering design, environmental and geotechnical investigations underway.
Amenity Building and Parking Lot at Den Duyf Park	In Progress	Project Management consultants preparing RFP, target release Feb 2023.
Walnut Lift Station Upgrade	In Progress	Design of Lift Station upgrade underway. Discussions with nearby developers also underway, as potentially many new contributors.
Signal Hill Sidewalk (Portage Road)	In Progress	Design underway, planned for construction during summer school holidays – June 2023
Pemberton Farm Road East Upgrade	In Progress	Extensive planning work has been completed for re-surfacing and re-alignment of road to accommodate an all-purpose paved separated trail. Awaiting grant funding decision for proposed trail.
WWTP Outfall mitigation measures	In Progress	River has been surveyed; report being updated to include recent findings at dive inspection. Also consulting with engineers on outfall performance/ flushing methods.
Fernwood Watermain and PRV replacement	In Progress	Design underway, require warm weather to investigate existing infrastructure material and location.
EV Chargers - Downtown	In Progress	Grant approved, Charging Stations ordered, expected to arrive in spring 2023.
EV Chargers - Den Duyf Park	Awaiting Others	In conjunction with Whistler, Squamish, and Lil'wat Nation, a Sea to Sky Electric Vehicle Network expansion project includes 2 Charging Stations at the amenity building at Den Duyf Park. To be completed along with amenity building.
Water Treatment Investigation and Grant Submission	Awaiting others	Grant Application submitted and awaiting results. Meanwhile, recommend investigation into another source from within the Lillooet River Aquifer.
One Mile Lake Trail Widening	Awaiting others	Environmental approvals submitted in January 2022, but backlog for approvals are 12-18 months.
Speed Readers installation	Awaiting others	New Speed readers ordered, set for Delivery January 2023. Will be installed at Pemberton Farm Rd E and in the Glen.

## **COMMUNICATIONS**

The Operations department works regularly with the Office of the CAO to provide updates on the initiatives and projects that are currently underway to ensure that the Village website is updated, and information is communicated to residents through the eNEWS and the Village Facebook Page. Advertising in the newspaper is used as required.

**LEGAL CONSIDERATIONS**

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

**IMPACT ON BUDGET & STAFFING**

There are no impacts to the budget or staff hours for consideration. The Operations department operates on the approved annual municipal budget, reserves, and provincial and federal grants.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

The Operations department works closely with other departments through referrals and coordination of public notices, reports, and presentations to Council.

**COMMUNITY CLIMATE ACTION PLAN**

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

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This report has no impact on other jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration

**RECOMMENDATIONS**

**THAT** the Operations Department 2022 fourth quarter report be received for information.

Submitted by:	Tom Csima, Manager of Operations and Projects
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, February 7, 2023  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Christine Burns, Manager of Recreation Services  
**Subject:** Recreation Services 2022 Fourth Quarter Report

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### **PURPOSE**

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

### **BACKGROUND**

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with Recreation Service projects and activities.

### **DISCUSSION & COMMENTS**

This report provides an overview of fourth quarter activities undertaken by the Recreation Services Department from October 1 to December 31, 2022.

To create operational efficiencies, Staff established biannual seasonal programming based on Fall/Winter Registration in August and Spring/Summer Registration in March of each year. Operationally this is proving to create program planning efficiencies and consistency in registration for community members.

Fall 2022 and Winter 2023 programs were planned in the third quarter of 2022. The Fall/Winter Program Guide was published online Monday August 8, 2022, and registration for programs opened on Monday August 15, 2022. Fourth quarter was spent implementing programs and increasing services as all Public Health Orders were officially removed.

#### **Fall Programming**

##### **1. Children's Fall Programs:**

Fall children programs saw the introduction of early years programming and partnering with Sea to Sky Community Services for a unique parent and tot program. As well there were 678 unique registrations for school aged programming.

## 2. Fitness Programs

There was considerable growth in fitness programming in the fourth quarter over 2021.

<b>Adult Fitness Program</b>	<b>October – December 2021</b>	<b># of registrants</b>	<b>October – December 2022</b>	<b># of registrants</b>
Value Added	121	835	133	1348
Registered	16	158	35	263
<b>Total</b>	<b>137</b>	<b>993</b>	<b>168</b>	<b>1611</b>

## 3. Senior's Programming

Programming for Senior's included the addition of new programs and the reimagining of some offered throughout the pandemic. Some programs moved to in-person and others became a combination of in-person and online.

<b>Programs</b> (average participant use)	<b>October - December 2021</b>	<b>October – December 2022</b>
Low impact strength and cardio	4 (online)	10 (in-person)
Gentle Stretch and Balance	4 (online)	6 (combo)
Walking Wednesday	2	2
Special Event	30 (waffle breakfast)	24 (short film and lunch)

Men's Shed and the Pemberton Stitchers continued their weekly and bi-weekly programming at the REC. With the assistance of Better at Home, Staff created two new programs for individuals who benefit from having a caregiver accompany them. Movement Matters is a low intensity fitness class and Social Matters is a complimentary light lunch and social that follows, participants can do both or choose to only do one session.

## 4. Youth Programming

Attendance at the REC in the fourth quarter was consistent with attendance over the same period in 2021; because of youth feedback, Wednesday hours were removed to allow for extended hours on Thursdays. Staff are pleased to report a significant increase in attendance on Saturday evenings and are really excited to welcome our youth residents back to the REC.

<b>The REC</b> (average participant use)	<b>October – December 2021</b>	<b>October – December 2022</b>
Wednesday	5	Closed- Extended Thursday hours
Thursday	2	6
Friday	21	21
Saturday	6	14



## 5. Adult Drop-In Sports

Adult drop-in sports continued in fourth quarter with pickleball, badminton, and the re-introduction of soccer and basketball at Pemberton Secondary School. Unfortunately, Volleyball was not well attended and as a result the space was allocated for Pickleball where possible.

<b>Adult Drop-In Sports</b>	<b># of Sessions</b>	<b>Total Participants</b>
Pickleball	6	32
Badminton	10	40
Basketball	3	6
Soccer	3	26

## Fitness Centre Use

Between October 1 and December 31, 2022, there were a total of 8496 unique fitness centre scans, this is an increase of 2029 visits over the same period in 2021.

Below is a breakdown of memberships sold in the 2022 fourth quarter in comparison to the 2021 fourth quarter. Sales have consistently increased across membership options:

<b>Pass Types</b>	<b>October – December 2021</b>	<b>October – December 2022</b>
1 Month Adult	104	163
1 Month Senior	2	8
1 Month Student	22	41
10x Shower	8	3
10x Adult	181	274
10x Senior	23	44
10x Student	40	46
10x Pass External Trainer	0	2
3 Month Adult	39	47
3 Month Senior	0	2
3 Month Student	8	15
6 Month Adult	3	11
6 Month Senior	3	0
6 Month Student	5	0
1 Year Adult	9	12
1 Year Senior	2	6
1 Year Student	0	0
<b>Total</b>	<b>449</b>	<b>674</b>

Facility Use

1. Indoor

Below accounts for rentals of indoor spaces at Pemberton and District Community Centre (PDCC), this does not account for programming hours in spaces or the Lease agreement with School District No. 93 for exclusive use of Room A or school hour use of the Studio at PDCC.

<b>Facility – Pemberton and District Community Centre</b>	<b>Facility Agreements/ Park Use Permits (PUPs)</b>	<b># of Sessions</b>	<b>Hours of Use</b>
Studio	13	69	396.25
Kitchen	9	10	45.5
Room B	20	69	245.5
Room D	11	67	154
Great Hall (C)	15	92	631
Great Hall (B)	11	70	514.5
Great Hall (A)	17	94	565.5
Youth Centre	18	78	269
<b>Total</b>	<b>114</b>	<b>549</b>	<b>2,821.25</b>

2. Outdoor

The table below accounts for use of outdoor spaces which were largely impacted by weather conditions.

<b>Facility</b>	<b>Facility Agreements/ Park Use Permits (PUPs)</b>	<b># of Sessions</b>	<b>Hours of Use</b>
Community Lawn	0	0	0
Meadows Field	2	14	28.5
Signal Hill	0	0	0
Den Duyf Park	5	22	75.5
Gates Lake Park	0	0	0
The Barn	4	36	157
One Mile Lake Park	3	86	458
Pioneer Park	0	0	0
Lot 12 (BMX and Skatepark)	2	2	7
<b>Total</b>	<b>16</b>	<b>160</b>	<b>726</b>

Facility Maintenance

Facility maintenance for the fourth quarter included ongoing preventative maintenance for PDCC that involved ensuring all aspects of the facility were functioning at optimum efficiencies. Additional maintenance and services also took place including window cleaning (inside and outside), servicing of all doors and the installation of an accessible door operator for the fitness centre. Finally, the outdoor spaces and the PDCC were winterized.

### Recreation Projects

Thanks to local construction company owner, Graham Murphy, of Murphy Construction, the Basketball Court took significant shape at Signal Hill Elementary School with fencing and basketball posts installed. The basketball nets, and the pouring of the surface will be completed in spring 2023 as soon as weather permits. This project has been undertaken with the full support of Signal Hill Elementary School and School District No. 48 Administration.

### COMMUNICATIONS

Recreation Services coordinates with the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the Village eNEWS, Facebook and other social network mediums.

### LEGAL CONSIDERATIONS

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

### IMPACT ON BUDGET & STAFFING

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1772-2022 as was approved by the Squamish Lillooet Regional District (SLRD) Board of Directors meeting on June 29, 2022.

Budget and staffing impacts continued to be incurred throughout the fourth quarter due to reverting to pre-pandemic operational levels and increased programs and services. As a result, recruitment for part-time, casual and contract staff increased.

### INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service Department works with all Village Departments. There are no interdepartmental impacts or approvals required.

### COMMUNITY CLIMATE ACTION PLAN

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

### IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Collaborative efforts between neighboring jurisdictions including Whistler, Squamish, Sea to Sky School District No. 48 and Francophone School District No. 93 as well as local community groups continues to occur to ensure consistent practices for continual operations of parks, playgrounds, spray parks and recreation facilities and programs. This has included increased communication between Recreation Departments of each organization to ensure attempts to be congruent through the Sea to Sky Corridor for members of each Community.

**ALTERNATIVE OPTIONS**

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

**RECOMMENDATIONS**

**THAT** Council receive the Recreation Services 2022 Fourth Quarter Report for information.

Submitted by:	Christine Burns, Manager of Recreation Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, February 7, 2023

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

**From:** Cameron Adams, Fire Chief

**Subject:** Pemberton Fire Rescue 2022 4<sup>th</sup> Quarter Report

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**PURPOSE**

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

**BACKGROUND**

The Village of Pemberton Fire Rescue (PFR) is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Fire Service Agreement.

Pemberton Fire Rescue also provides Road Rescue Service to the entire SLRD Electoral Area C covering 5,570 square kilometers pursuant to SLRD Pemberton Fire Rescue Contribution Service Conversion and Establishment Bylaw No. 715-2001.

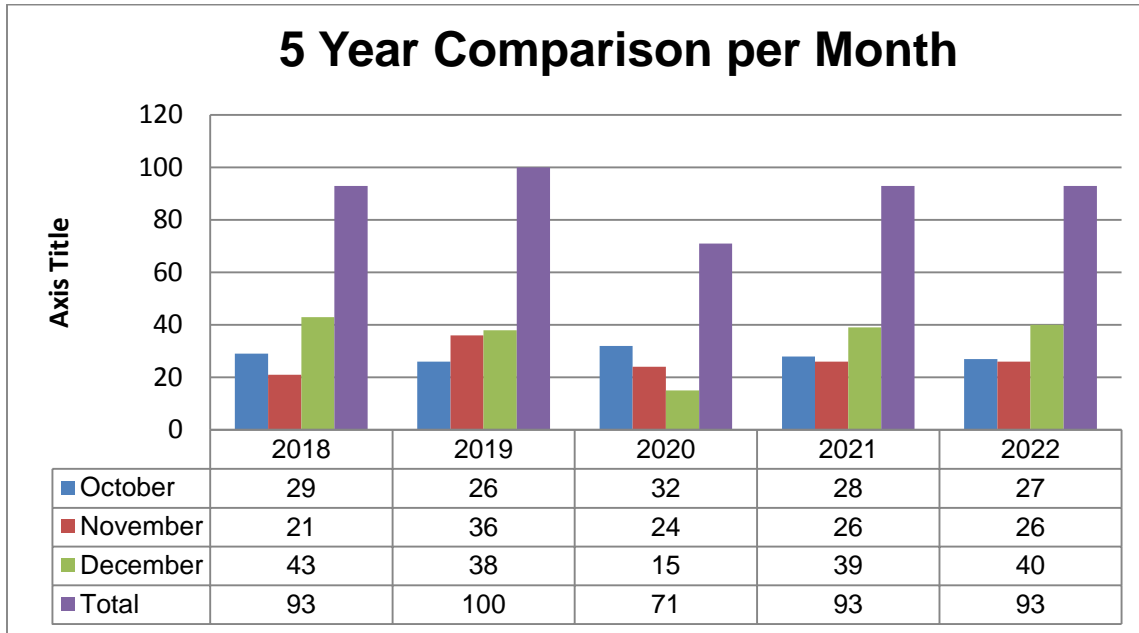
Fire Service is provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

**DISCUSSION & COMMENTS**

**Incidents:**

For the fourth quarter, Pemberton Fire Rescue responded to 93 incidents. In comparison to the 2021 fourth quarter, call volumes are equal.

A comparison chart by quarter over the last five (5) years is shown below.



In the table below, the highlighted green squares indicate number of incidents greater than number of days in a month.

	2018	2019	2020	2021	2022
January	21	32	29	25	30
February	30	25	29	24	18
March	16	25	40	17	33
April	22	33	25	27	23
May	37	55	24	35	24
June	33	60	16	33	25
July	48	47	36	29	41
August	38	33	36	50	34
September	51	49	32	33	34
October	29	26	32	28	27
November	21	36	24	26	26
December	43	38	25	39	40
<b>Totals</b>	<b>389</b>	<b>459</b>	<b>348</b>	<b>366</b>	<b>355</b>

### Number of Incidents per day for 2022 Year

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

Totals	30	18	33	23	24	25	41	34	34	27	26	40	355
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Days Month	31	28	31	30	31	30	31	31	30	31	30	31
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Colour Coding	1	2	3	4	5 - 10	11 +
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Below is a breakdown of the average number of firefighters attending incidents and the average number of those attending response types. This information is helpful to highlight the challenges Pemberton Fire Rescue encounters due to being a small department and because many firefighters hold fulltime jobs outside the community which impacts their ability to attend daytime calls. That said, Pemberton Fire Rescue is pleased to show how our member numbers have grown especially since 2018.

**Average number of firefighters attending Incidents since 2018.**

Year	2018	2019	2020	2021	2022
<b>Total # Incidents</b>	389	459	348	366	355
<b>Average # responders</b>	5.02	4.84	6.72	7.01	6.49
<b>Total Members Per Year</b>	20	25	31	35	37
<b>Percentage of members responded</b>	25%	19%	22%	20%	18%

The chart below shows the average number of firefighters that attended each response type over a 5-year period compared to the minimum personnel requirements set out in the NFPA Standards. The NFPA Standards set out the number of members required to do each job.

	Minimum Personnel Requirements	2018	2019	2020	2021	2022
<b>Medical Aid</b>	4	4.42	4.13	5.64	5.83	6.49
<b>Motor Vehicle Accident</b>	8	5.67	5.59	7.08	7.32	8.51
<b>Alarms</b>	*16	5.32	5.07	5.35	6.63	6.11
<b>Wires Down</b>	8	4.27	5.93	7.33	7.00	4.60
<b>Burn Complaint</b>	8	4.60	2.75	7.67	6.70	8.25
<b>Chimney Fire</b>	16	7.92	7.67	9.00	9.08	10.75
<b>Smoke Sighting</b>	8	6.13	5.87	7.64	10.50	8.40
<b>Structure Fire</b>	16	9.00	7.86	11.58	10.67	15.25
<b>Vehicle Fire</b>	8	6.00	5.70	8.83	13.00	9.25
<b>Wildland Fire</b>	16	7.45	6.00	7.20	8.67	6.50
<b>Grass Fire</b>	16	6.60	6.53	7.90	10.36	12.40

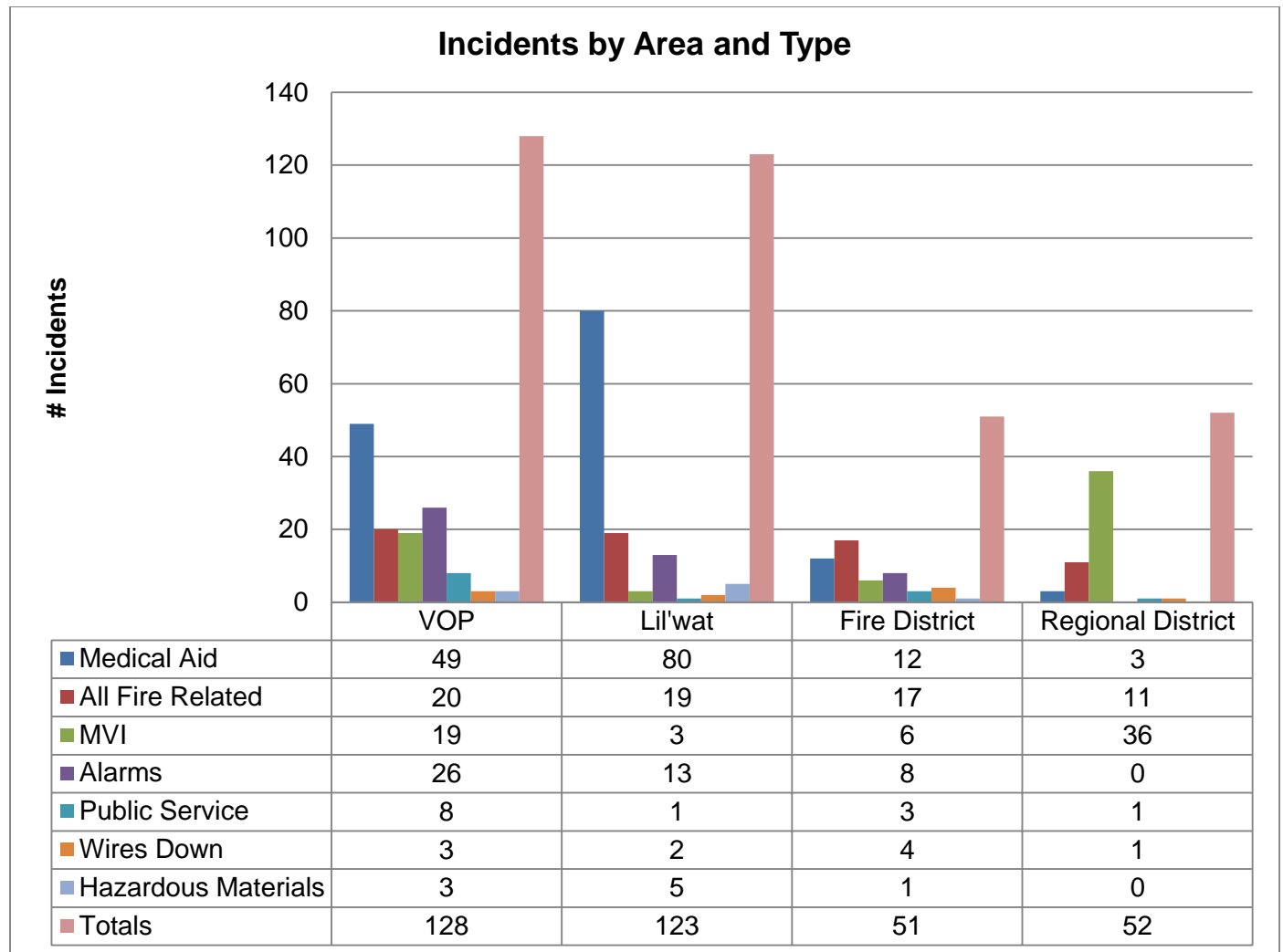
\*Only one truck with crew would be sent; however remaining crew would be on standby at hall until confirmed.



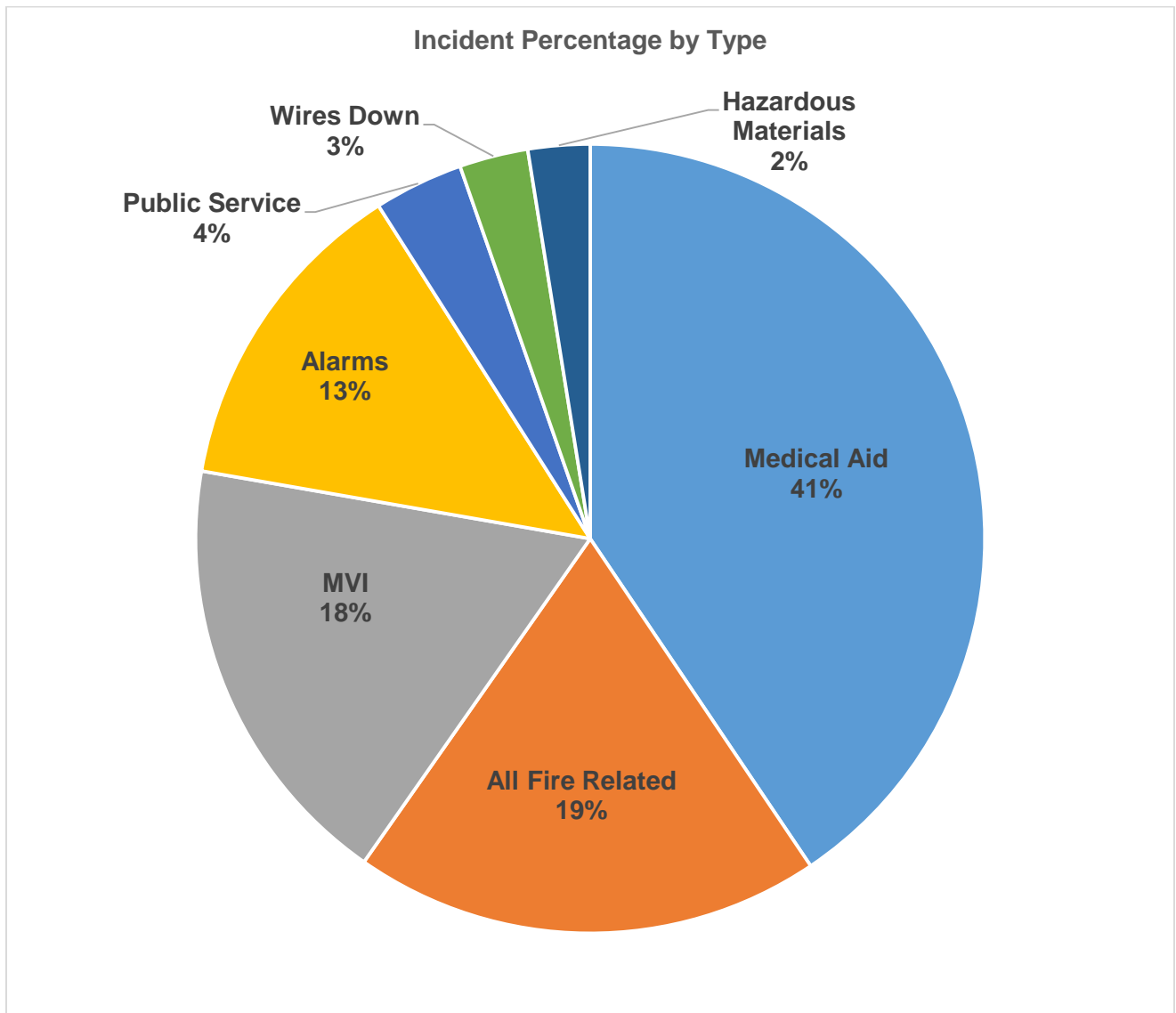
**Incidents by Area and Type:**

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to several different types of incidents and locations as identified in the service agreements with the SLRD and Lil'wat Nation.

The chart and table below show the Incidents by area and type:



Below is a pie chart that summarizes the number of callouts per type of incident attended year to date (YTD).

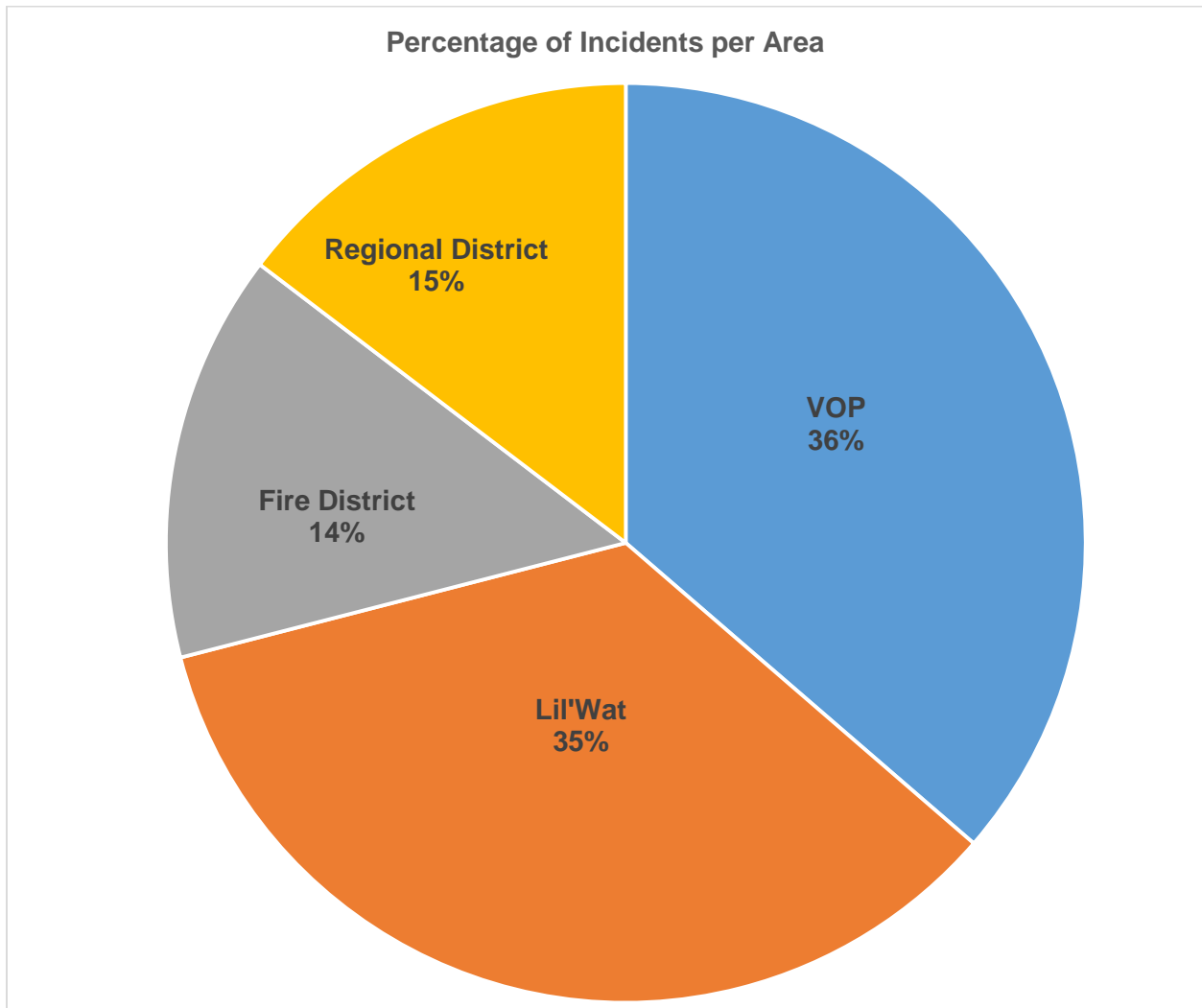


**Incidents by Area:**

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

- Village of Pemberton Boundaries
- Lil'wat Nation
- Fire District Service Areas; and
- Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries)

The chart below shows the percentage breakdown of Incidents by area year to date (YTD):



**Membership:**

At the end of the fourth quarter, membership stands at 39 and is comprised of two (2) full-time members and 27 volunteers (paid on-call) members and 10 recruits. The membership is complemented with one (1) full-time administrative assistant and two (2) term FireSmart staff (coordinator and laborer).

Captain Adam Malpus successfully transitioned to the Deputy Fire Chief on October 17<sup>th</sup>, 2022. Recruitment for the replacement Captain was initiated mid-November and finalized first week in December. Josh Livermore will be joining PFR as the new full-time Captain on January 16, 2023.

### **Training:**

Members trained on a weekly basis, to ensure compliance with the Office of the Fire Commissioner, WorkSafeBC, and Department training requirements.

### **Fourth Quarter Commitments:**

<b>Commitment Type</b>	<b>Total Number</b>	<b>Hours</b>
<b>Training</b>	16	1258.0
<b>Public Events</b>	10	147.50
<b>Meetings</b>	3	16.00
<b>Incidents</b>	93	600.5

### **Fire Prevention, Inspections & Public Events:**

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

- three (3) new business application reviews and fire inspections, and
- ten (10) Public Service initiative: Signal Hill Fire Drills, Fire Extinguisher Training sessions, Fire Prevention Day, Halloween Patrol, Remembrance Day assistance, Santa Tour, and NYE fireworks

### **Capital Projects**

In the fourth quarter the Structure Protection Unit trailer and Wildland Equipment project was completed. This project was funded by a grant from the Whistler Blackcomb Foundation and monies earned during the 2021 wildfire season where Pemberton Fire Rescue was deployed to the Lytton complex. This project included a Type 2 Structure Protection Trailer (SPU), 24 sets of wildland Personal Protective Equipment (PPE) and a 1-ton pickup truck outfitted with emergency lighting and equipment as well as a slide in wildland skid containing a water tank and pump. The skid unit is expected to be delivered in the spring of 2023.

### **FireSmart**

The Pemberton FireSmart team is now at the halfway point of the 2022 FireSmart Community Resilience Infrastructure (CRI) Grant which will conclude in July 2023.

Listed below are Fourth Quarter 2022 FireSmart Program Highlights (Oct – Dec):

- The 2020 CRI-231 treatment and reporting of the PEMB4, which is located on the hill side behind the fire hall on the opposite side of Pemberton Creek, prescription was completed. This was a project that the Pemberton FireSmart team adopted to make sure the allocated funding was used and did not go to waste. The thinning and removal of brush, limbs, dead vegetation, and other light fuels built on previous treatments to the area working to create better wildfire resilience to the Village. The team encountered multiple climatic and logistical hurdles along the way and are very excited to have been able to complete this project within budget and to such a high standard.

#### FireSmart Neighborhood Activities:

- Tiyata Village Pemberton was officially recognized as a FireSmart Canada Recognized Neighborhood becoming Pemberton's second officially recognized FireSmart Canada neighborhood. This is identified by the street sign that can be seen at the entrance of Tiyata Boulevard.
- The Bluffs Pemberton (Beechwood St) received their second year FireSmart Canada Recognized Neighborhood status and a new sticker on their street sign.
- Both the communities of Tiyata and The Bluffs worked with the Pemberton FireSmart team to complete Neighborhood assessments, hosted community clean up and education days, removed tons of combustible debris and worked to greatly improve both their neighborhoods and the Village of Pemberton's wildfire resiliency.
- In 2023, the FireSmart team will be working with the Creekside and Mountain Trails neighborhoods to achieve FireSmart Canada recognition which is a testament to our program and the community involvement.

#### Annual Fire Safety and Chipper Day:

- On October 15<sup>th</sup> Pemberton Fire Rescue and the Pemberton FireSmart team hosted the annual Fire Safety and Chipper day which was an informative day featuring demonstrations and workshops from Pemberton Fire Rescue, BC Wildfire Service and Pemberton FireSmart. Over 2000lbs of combustible debris was chipped and disposed of.

#### Other Activities:

- The team completed 119 mitigation labor hours at Village of Pemberton critical infrastructure sites including the water reservoir on the Benchlands, RCMP station, public works building and medical clinic.
- Ongoing home assessments at the Wildfire Mitigation Specialist level.
- Collaborated with B.A. Blackwell on finalizing the new Community Wildfire Resiliency Plan (CWRP) along with the Village of Pemberton Community Wildfire Resiliency Committee (CFRC), which met regularly to develop the draft plan which is now in its final stages and will be ready for presentation in 2023.

The FireSmart team continued its weekly public education program with visits to the elementary school, visits to the firehall from the secondary school and day care centers. Dedicating over 84 hours and reaching more than 300 children with fire safety messaging.

### **COMMUNICATIONS**

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

### **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

**IMPACT ON BUDGET & STAFFING**

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

**INTERDEPARTMENTAL IMPACT & APPROVAL**

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

**COMMUNITY CLIMATE ACTION PLAN**

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

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area are a benefit to the community, the Squamish-Lillooet Regional District and Lil'wat Nation.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATION**

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

Submitted by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Cameron Adams, Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



Box 219, 1350 Aster Street,  
Pemberton, BC V0N 2L0  
Ph. 604-894-6371, 800-298-7753  
F: 604-894-6526  
info@slrd.bc.ca www.slrd.bc.ca

January 27, 2023

**BY EMAIL**

Sheena Fraser  
Manager Corporate and Legislative Services  
Village of Pemberton  
P O Box 100  
Pemberton, BC  
V0N 2L0

Dear Ms Fraser:

**Re: Pemberton Valley Recreational Trails Service - SLRD Cost Centre #3003**

Please be advised that the SLRD Board passed the following resolutions at the Board meeting on January 25 & 26, 2023, pertaining to Pemberton Valley Recreational Trails Service:

*THAT Bylaw No. 1805-2023, cited as "Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023" be introduced and read a first, second and third time.*

*THAT Bylaw No. 1805-2023, cited as "Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023" receive participating area approval and consent from the Director of Electoral Area C pursuant to Section 349 and 347 of the Local Government Act.*

*THAT Bylaw No. 1805-2023, cited as "Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023" receive participating area approval and consent from the council of the Village of Pemberton pursuant to Section 349 and 346 of the Local Government Act.*

These resolutions pertain to Cost Centre #3003 – Pemberton Valley Recreational Trails Service. The following information is copied and pasted from the Staff Report:

- 2022 requisition was \$62,500
- 2022 maximum requisition: \$62,500
- 2023 new maximum requisition proposed: \$78,125
- Recommendation: Increase maximum requisition (25%) \$62,500 to \$78,125
- Participating Areas – Electoral Area C, Village of Pemberton
- Last bylaw amendment (increasing maximum requisition): March 28th, 2018

**Implications:**

*Increasing the maximum requisition limit does not mean that there is a requirement to raise the requisitioned tax amounts – any determination of taxation increases to these services will be undertaken as part of the normal budgeting process. Increasing the allowable limits via bylaw will allow the services to continue maintaining existing service levels and provide for the flexibility for incremental future increases as required.*

Attached are the following documents:

- Associated staff report from the Board meeting on January 25 & 26, 2023;
- Consent for consideration by the Village of Pemberton Council at your next meeting.

The SLRD's next steps are to (1) obtain the required participating area consent from the Village of Pemberton; (2) obtain the required participating area consent of the Electoral Area C Director; and (3) bring this back for the Board to consider adoption of Bylaw No. 1805-2023 at the March 22, 2023 Board meeting.

Please let me know at which Council meeting this will be considered and then the outcome of your Council meeting

Thank you for your assistance with this.

Regards,

  
Gail Harris  
Legislative Coordinator  
@slrd.bc.ca  
P: 604-894-6371 x 

Attachments:

- Staff report from the Board meeting on January 25 & 26, 2023;
- Consent for consideration by the Village of Pemberton Council





## Request for Decision

Service Establishment Amendment Bylaws to  
Adjust the Maximum Tax Requisition

**Date of Meeting: Board of Directors – January 25, 2023**

### **Recommendations:**

- 1) THAT Bylaw No. 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023” receive participating area approval and consent from the Directors of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D pursuant to Section 349 and 347 of the Local Government Act.

THAT Bylaw No. 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023” receive participating area approval and consent from the councils of District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish pursuant to Section 349 and 346 of the Local Government Act.

- 2) THAT Bylaw No. 1803-2023, cited as “Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1803-2023, cited as “Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023” receive participating area approval and consent from the Electoral Area B Director pursuant to Section 349 and 347 of the Local Government Act.

- 3) THAT Bylaw No. 1804-2023, cited as “Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1804-2023, cited as “Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023” receive participating area approval and consent from the Electoral Area C Director pursuant to Section 349 and 347 of the Local Government Act.

- 4) THAT Bylaw No. 1805-2023, cited as “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1805-2023, cited as “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023” receive participating



## Request for Decision

### Service Establishment Amendment Bylaws to Adjust the Maximum Tax Requisition

area approval and consent from the Director of Electoral Area C pursuant to Section 349 and 347 of the Local Government Act.

THAT Bylaw No. 1805-2023, cited as “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023” receive participating area approval and consent from the council of the Village of Pemberton pursuant to Section 349 and 346 of the Local Government Act.

#### Attachments:

- 1) Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023
- 2) Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023
- 3) Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023
- 4) Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023

#### Key Information:

The *Local Government Act* authorizes the establishment of service areas pursuant to Section 338 of the Act and allows for a maximum amount that may be requisitioned for the service. The Regional Districts Establishing Bylaw Approval Exemption Regulation (within the *Local Government Act*) allows for an increase to this maximum requisition limit under establishment bylaws for an amount less than or equal to 25% of the 5-year baseline value, without having to receive the approval of the Inspector of Municipalities.

Simply put, the SLRD can increase the maximum tax requisitions for a service, without Inspector approval, by up to 25% of the rates in effect 5 years prior (the “5-year baseline”); this can be done as a single lump sum or as cumulative increases.

Consent on behalf of the electors can be provided by the Electoral Area Director pursuant to sections 349 and 347 of the *Local Government Act*, and by a municipality pursuant to sections 349 and 346 of the *Local Government Act*.

Staff have reviewed the services where an increase in the available tax requisition amount can be secured for future needs. The following cost centres can have their maximum requisition amounts increased to ensure there is sufficient room going forward to allow the SLRD to continue to provide the current level of service along with potentially providing additional requisition room to be available to accommodate any future changes to the service.



## Request for Decision

Service Establishment Amendment Bylaws to  
Adjust the Maximum Tax Requisition

### Services

#### 1) Cost Centre #1010 – Regional Invasive Species

- 2022 requisition was \$75,000
- 2022 maximum requisition: \$75,000
- 2023 new maximum requisition proposed: \$93,750
- Recommendation: Increase maximum requisition (25%) \$75,000 to \$93,750
- Participating Areas – All
- Last bylaw amendment (increasing maximum requisition): N/A

#### 2) Cost Centre #1802 – Seton Street Lighting

- 2022 requisition was \$3,125
- 2022 maximum requisition: \$3,125
- 2023 new maximum requisition proposed: \$3,906
- Recommendation: Increase maximum requisition (25%) \$3,125 to \$3,906
- Participating Area – Electoral Area B
- Last bylaw amendment (increasing maximum requisition): January 24th, 2018

#### 3) Cost Centre #2401 – Walkerville Dyking-Drainage

- 2022 requisition was \$1,102
- 2022 maximum requisition: \$2,500
- 2023 new maximum requisition proposed: \$3,125
- Recommendation: Increase maximum requisition (25%) \$2,500 to \$3,125
- Participating Area – Electoral Area C
- Last bylaw amendment (increasing maximum requisition): March 28th, 2018

#### 4) Cost Centre #3003 – Pemberton Valley Recreational Trails Service

- 2022 requisition was \$62,500
- 2022 maximum requisition: \$62,500
- 2023 new maximum requisition proposed: \$78,125
- Recommendation: Increase maximum requisition (25%) \$62,500 to \$78,125
- Participating Areas – Electoral Area C, Village of Pemberton
- Last bylaw amendment (increasing maximum requisition): March 28th, 2018

### Implications:

Increasing the maximum requisition limit does not mean that there is a requirement to raise the requisitioned tax amounts – any determination of taxation increases to these services will be undertaken as part of the normal budgeting process. Increasing the allowable limits via bylaw will



## Request for Decision

Service Establishment Amendment Bylaws to  
Adjust the Maximum Tax Requisition

allow the services to continue maintaining existing service levels and provide for the flexibility for incremental future increases as required.

### Options:

- 1) THAT Bylaws 1802-2023, 1803-2023, 1804-2023 & 1805-2023 to increase the maximum requisition amounts be given three readings and participating area approvals be requested.
- 2) Do not proceed with the bylaws.
- 3) Identify and proceed with some of the bylaws.

**Preferred Option:** Option 1.

### Follow Up Actions:

1. Seek participating area approvals and consents for Bylaw No. 1802-2023, 1803-2023, 1804-2023 & 1805-2023.
2. If associated participating area approvals and consents are obtained, bring Bylaw No. 1802-2023, 1803-2023, 1804-2023 & 1805-2023 to the March 22, 2023 Board meeting for consideration of approval (before the Financial Plan approval).

**Submitted by:** Colin Hodgins, Deputy Director of Finance

**Reviewed by:** Suzanne Lafrance, Director of Finance

**Approved by:** Craig Dalton, CAO

# SQUAMISH-LILLOOET REGIONAL DISTRICT

## Bylaw No. 1802-2023

---

A bylaw to amend Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017

---

**WHEREAS** Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017 established a service for the purpose of providing a regional invasive species management and control service;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Directors of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D have respectively consented, in writing, to the adoption of this bylaw;

**AND WHEREAS** pursuant to Section 349 and 346 of the *Local Government Act*, the Councils of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish have respectively consented, by resolution, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 7 of Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017 is deleted and replaced with the following:
  7. The maximum amount that may be requisitioned annually for the Service shall be \$93,750.00.
2. Section 8 of Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017 is deleted and replaced with the following:
  8. The costs of the Service, after deducting the revenues (if any) raised or received under subsection 6 (b), (c) or (d) of this bylaw, shall be apportioned to each participating area on the basis of a fixed proportion formula imposed in accordance with section 380 of the *Local Government Act*, and shall be apportioned as follows:
    - a) 20% maximum to the Resort Municipality of Whistler
    - b) 20% maximum to the District of Squamish
    - c) 20% maximum to Electoral Area C
    - d) 20% maximum to Electoral Area D
    - e) 5% maximum to the District of Lillooet
    - f) 5% maximum to the Village of Pemberton
    - g) 5% maximum to Electoral Area A
    - h) 5% maximum to Electoral Area B
3. This bylaw may be cited as the "Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023".

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area A obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Director of Electoral Area B obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Director of Electoral Area C obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Director of Electoral Area D obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the District of Lillooet obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the Village of Pemberton obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the Resort Municipality of Whistler obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the District of Squamish obtained this \_\_\_\_ day of \_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
Jen Ford  
Chair

\_\_\_\_\_  
Kristen Clark  
Corporate Officer

**SQUAMISH-LILLOOET REGIONAL DISTRICT**

**Bylaw No. 1803-2023**

---

A bylaw to amend Seton Street Lighting Local Service Conversion and Establishment  
Bylaw No. 570, 1994

---

**WHEREAS** Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994 converted and established a local service for the purpose of providing street lighting to a defined portion of Electoral Area B;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Director of Electoral Area B has consented, in writing, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 5. of Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994 is deleted and replaced with the following:

“5. The maximum amount that may be requisitioned annually for the service shall be \$3,906.00.”

2. This bylaw may be cited as the “Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023”.

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area B obtained this \_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023

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Jen Ford  
Chair

---

Kristen Clark  
Corporate Officer

**SQUAMISH-LILLOOET REGIONAL DISTRICT**

**Bylaw No. 1804-2023**

---

A bylaw to amend Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997

---

**WHEREAS** Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997 established a local service to provide dyking and related drainage works and services to a portion of Electoral Area C known as Walkerville;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Director of Electoral Area C has consented, in writing, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 4 of Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997 is deleted and replaced with the following:
  - “4. The maximum amount that may be requisitioned annually for this service shall be \$3,125.00.”
2. This bylaw may be cited as the “Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023”.

READ A FIRST TIME this            25th        day of        January, 2023.

READ A SECOND TIME this        25th        day of        January, 2023.

READ A THIRD TIME this         25th        day of        January, 2023.

CONSENT of the Director of  
Electoral Area C obtained this    \_\_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this                        \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Jen Ford  
Chair

---

Kristen Clark  
Corporate Officer



**SQUAMISH-LILLOOET REGIONAL DISTRICT**

**Bylaw No. 1805-2023**

---

A bylaw to amend Pemberton Valley Recreational Trails Service Establishment  
Bylaw No. 1035-2006

---

**WHEREAS** Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006 established a local service for the purpose of providing a recreational trails service in the Village of Pemberton and a portion of Electoral Area C;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Director of Electoral Area C has consented, in writing, to the adoption of this bylaw;

**AND WHEREAS** pursuant to Sections 349 and 346 of the *Local Government Act*, the council of the Village of Pemberton has consented, by resolution, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 6 of Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006 is deleted and replaced with the following:

“6. The maximum amount that may be requisitioned annually for the service shall be \$78,125.00.”

2. This Bylaw may be cited as the “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023”.

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area C obtained this \_\_\_\_ day of \_\_\_\_\_, 2023

CONSENT of the Council of the Village of Pemberton obtained this \_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

---

Jen Ford  
Chair

---

Kristen Clark  
Corporate Officer



Box 219, 1350 Aster Street  
Pemberton, BC V0N 2L0  
P. 604-894-6371 TF. 800-298-7753  
F. 604-894-6526  
info@slrd.bc.ca www.slrd.bc.ca

Date: \_\_\_\_\_, 2023

### **Bylaw Consent Form**

I, Sheena Fraser, Corporate Officer of the Village of Pemberton, hereby certify that the following resolutions were passed by the Council of the Village of Pemberton at its meeting on \_\_\_\_\_, 2023.

*THAT Council give participating area approval by consenting, on behalf of the electors of the Village of Pemberton, to the adoption, by the Squamish-Lillooet Regional District, of proposed SLRD Bylaw 1805-2023, cited as "Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023";*

*AND THAT Village of Pemberton staff notify the SLRD Board of the Village of Pemberton's consent.*

---

Sheena Fraser, Corporate Officer  
Village of Pemberton



Box 219, 1350 Aster Street,  
Pemberton, BC V0N 2L0  
Ph. 604-894-6371, 800-298-7753  
F: 604-894-6526  
info@slrd.bc.ca www.slrd.bc.ca

January 27, 2023

**BY EMAIL**

Sheena Fraser  
Manager Corporate and Legislative Services  
Village of Pemberton  
P O Box 100  
Pemberton, BC  
V0N 2L0

Dear Ms Fraser:

**Re: Regional Invasive Species Management - SLRD Cost Centre #1010**

Please be advised that the SLRD Board passed the following resolutions at the Board meeting on January 25 & 26, 2023, pertaining to the Squamish-Lillooet Regional District Invasive Species Management and Control Service:

*THAT Bylaw No. 1802-2023, cited as "Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023" be introduced and read a first, second and third time.*

*THAT Bylaw No. 1802-2023, cited as "Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023" receive participating area approval and consent from the Directors of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D pursuant to Section 349 and 347 of the Local Government Act.*

*THAT Bylaw No. 1802-2023, cited as "Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023" receive participating area approval and consent from the councils of District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish pursuant to Section 349 and 346 of the Local Government Act.*

These resolutions pertain to Cost Centre #1010 – Regional Invasive Species. The following information is copied and pasted from the Staff Report (please note for the Village of Pemberton, this is 5% of the maximum annual requisition of \$93,750 as set out in the proposed bylaw amendment):

- 2022 requisition was \$75,000
- 2022 maximum requisition: \$75,000

- 2023 new maximum requisition proposed: \$93,750
- Recommendation: Increase maximum requisition (25%) \$75,000 to \$93,750
- Participating Areas – All
- Last bylaw amendment (increasing maximum requisition): N/A

**Implications:**

*Increasing the maximum requisition limit does not mean that there is a requirement to raise the requisitioned tax amounts – any determination of taxation increases to these services will be undertaken as part of the normal budgeting process. Increasing the allowable limits via bylaw will allow the services to continue maintaining existing service levels and provide for the flexibility for incremental future increases as required.*

Attached are the following documents:

- Associated staff report from the Board meeting on January 25 & 26, 2023;
- Consent for consideration by the Village of Pemberton Council at your next meeting.

The SLRD's next steps are to (1) obtain the required participating area consent from the Village of Pemberton; (2) obtain the required participating area consents of the Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D Directors, the participating council consents from the District of Lillooet, Resort Municipality of Whistler and District of Squamish; and (3) bring this back for the Board to consider adoption of Bylaw No. 1802-2023 at the March 22, 2023 Board meeting.

Please let me know at which Council meeting this will be considered and then the outcome of your Council meeting.

Thank you for your assistance with this.

Regards,

[REDACTED]

Gail Harris  
Legislative Coordinator

[REDACTED] [@slrd.bc.ca](mailto:[REDACTED]@slrd.bc.ca)

P: 604-894-6371 x [REDACTED]

Attachments:

- Staff report from the Board meeting on January 25 & 26, 2023;
- Consent for consideration by the Village of Pemberton Council



## Request for Decision

Service Establishment Amendment Bylaws to  
Adjust the Maximum Tax Requisition

**Date of Meeting: Board of Directors – January 25, 2023**

### Recommendations:

- 1) THAT Bylaw No. 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023” receive participating area approval and consent from the Directors of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D pursuant to Section 349 and 347 of the Local Government Act.

THAT Bylaw No. 1802-2023, cited as “Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023” receive participating area approval and consent from the councils of District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish pursuant to Section 349 and 346 of the Local Government Act.

- 2) THAT Bylaw No. 1803-2023, cited as “Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1803-2023, cited as “Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023” receive participating area approval and consent from the Electoral Area B Director pursuant to Section 349 and 347 of the Local Government Act.

- 3) THAT Bylaw No. 1804-2023, cited as “Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1804-2023, cited as “Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023” receive participating area approval and consent from the Electoral Area C Director pursuant to Section 349 and 347 of the Local Government Act.

- 4) THAT Bylaw No. 1805-2023, cited as “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023” be introduced and read a first, second and third time.

THAT Bylaw No. 1805-2023, cited as “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023” receive participating



## Request for Decision

### Service Establishment Amendment Bylaws to Adjust the Maximum Tax Requisition

area approval and consent from the Director of Electoral Area C pursuant to Section 349 and 347 of the Local Government Act.

THAT Bylaw No. 1805-2023, cited as “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023” receive participating area approval and consent from the council of the Village of Pemberton pursuant to Section 349 and 346 of the Local Government Act.

#### Attachments:

- 1) Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023
- 2) Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023
- 3) Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023
- 4) Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023

#### Key Information:

The *Local Government Act* authorizes the establishment of service areas pursuant to Section 338 of the Act and allows for a maximum amount that may be requisitioned for the service. The Regional Districts Establishing Bylaw Approval Exemption Regulation (within the *Local Government Act*) allows for an increase to this maximum requisition limit under establishment bylaws for an amount less than or equal to 25% of the 5-year baseline value, without having to receive the approval of the Inspector of Municipalities.

Simply put, the SLRD can increase the maximum tax requisitions for a service, without Inspector approval, by up to 25% of the rates in effect 5 years prior (the “5-year baseline”); this can be done as a single lump sum or as cumulative increases.

Consent on behalf of the electors can be provided by the Electoral Area Director pursuant to sections 349 and 347 of the *Local Government Act*, and by a municipality pursuant to sections 349 and 346 of the *Local Government Act*.

Staff have reviewed the services where an increase in the available tax requisition amount can be secured for future needs. The following cost centres can have their maximum requisition amounts increased to ensure there is sufficient room going forward to allow the SLRD to continue to provide the current level of service along with potentially providing additional requisition room to be available to accommodate any future changes to the service.



## Request for Decision

Service Establishment Amendment Bylaws to  
Adjust the Maximum Tax Requisition

### Services

#### 1) Cost Centre #1010 – Regional Invasive Species

- 2022 requisition was \$75,000
- 2022 maximum requisition: \$75,000
- 2023 new maximum requisition proposed: \$93,750
- Recommendation: Increase maximum requisition (25%) \$75,000 to \$93,750
- Participating Areas – All
- Last bylaw amendment (increasing maximum requisition): N/A

#### 2) Cost Centre #1802 – Seton Street Lighting

- 2022 requisition was \$3,125
- 2022 maximum requisition: \$3,125
- 2023 new maximum requisition proposed: \$3,906
- Recommendation: Increase maximum requisition (25%) \$3,125 to \$3,906
- Participating Area – Electoral Area B
- Last bylaw amendment (increasing maximum requisition): January 24th, 2018

#### 3) Cost Centre #2401 – Walkerville Dyking-Drainage

- 2022 requisition was \$1,102
- 2022 maximum requisition: \$2,500
- 2023 new maximum requisition proposed: \$3,125
- Recommendation: Increase maximum requisition (25%) \$2,500 to \$3,125
- Participating Area – Electoral Area C
- Last bylaw amendment (increasing maximum requisition): March 28th, 2018

#### 4) Cost Centre #3003 – Pemberton Valley Recreational Trails Service

- 2022 requisition was \$62,500
- 2022 maximum requisition: \$62,500
- 2023 new maximum requisition proposed: \$78,125
- Recommendation: Increase maximum requisition (25%) \$62,500 to \$78,125
- Participating Areas – Electoral Area C, Village of Pemberton
- Last bylaw amendment (increasing maximum requisition): March 28th, 2018

### Implications:

Increasing the maximum requisition limit does not mean that there is a requirement to raise the requisitioned tax amounts – any determination of taxation increases to these services will be undertaken as part of the normal budgeting process. Increasing the allowable limits via bylaw will



## Request for Decision

Service Establishment Amendment Bylaws to  
Adjust the Maximum Tax Requisition

allow the services to continue maintaining existing service levels and provide for the flexibility for incremental future increases as required.

### Options:

- 1) THAT Bylaws 1802-2023, 1803-2023, 1804-2023 & 1805-2023 to increase the maximum requisition amounts be given three readings and participating area approvals be requested.
- 2) Do not proceed with the bylaws.
- 3) Identify and proceed with some of the bylaws.

**Preferred Option:** Option 1.

### Follow Up Actions:

1. Seek participating area approvals and consents for Bylaw No. 1802-2023, 1803-2023, 1804-2023 & 1805-2023.
2. If associated participating area approvals and consents are obtained, bring Bylaw No. 1802-2023, 1803-2023, 1804-2023 & 1805-2023 to the March 22, 2023 Board meeting for consideration of approval (before the Financial Plan approval).

**Submitted by:** Colin Hodgins, Deputy Director of Finance

**Reviewed by:** Suzanne Lafrance, Director of Finance

**Approved by:** Craig Dalton, CAO



# SQUAMISH-LILLOOET REGIONAL DISTRICT

## Bylaw No. 1802-2023

---

A bylaw to amend Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017

---

**WHEREAS** Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017 established a service for the purpose of providing a regional invasive species management and control service;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Directors of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D have respectively consented, in writing, to the adoption of this bylaw;

**AND WHEREAS** pursuant to Section 349 and 346 of the *Local Government Act*, the Councils of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish have respectively consented, by resolution, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 7 of Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017 is deleted and replaced with the following:
  7. The maximum amount that may be requisitioned annually for the Service shall be \$93,750.00.
2. Section 8 of Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017 is deleted and replaced with the following:
  8. The costs of the Service, after deducting the revenues (if any) raised or received under subsection 6 (b), (c) or (d) of this bylaw, shall be apportioned to each participating area on the basis of a fixed proportion formula imposed in accordance with section 380 of the *Local Government Act*, and shall be apportioned as follows:
    - a) 20% maximum to the Resort Municipality of Whistler
    - b) 20% maximum to the District of Squamish
    - c) 20% maximum to Electoral Area C
    - d) 20% maximum to Electoral Area D
    - e) 5% maximum to the District of Lillooet
    - f) 5% maximum to the Village of Pemberton
    - g) 5% maximum to Electoral Area A
    - h) 5% maximum to Electoral Area B
3. This bylaw may be cited as the "Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023".

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area A obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Director of Electoral Area B obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Director of Electoral Area C obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Director of Electoral Area D obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the District of Lillooet obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the Village of Pemberton obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the Resort Municipality of Whistler obtained this \_\_\_\_ day of \_\_\_\_, 2023

CONSENT of the Council of the District of Squamish obtained this \_\_\_\_ day of \_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2023.

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Jen Ford  
Chair

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Kristen Clark  
Corporate Officer

**SQUAMISH-LILLOOET REGIONAL DISTRICT**

**Bylaw No. 1803-2023**

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A bylaw to amend Seton Street Lighting Local Service Conversion and Establishment  
Bylaw No. 570, 1994

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**WHEREAS** Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994 converted and established a local service for the purpose of providing street lighting to a defined portion of Electoral Area B;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Director of Electoral Area B has consented, in writing, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 5. of Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994 is deleted and replaced with the following:

“5. The maximum amount that may be requisitioned annually for the service shall be \$3,906.00.”

2. This bylaw may be cited as the “Seton Street Lighting Local Service Conversion and Establishment Bylaw No. 570, 1994, Amendment Bylaw No. 1803-2023”.

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area B obtained this \_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023

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Jen Ford  
Chair

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Kristen Clark  
Corporate Officer

**SQUAMISH-LILLOOET REGIONAL DISTRICT**

**Bylaw No. 1804-2023**

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A bylaw to amend Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997

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**WHEREAS** Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997 established a local service to provide dyking and related drainage works and services to a portion of Electoral Area C known as Walkerville;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Director of Electoral Area C has consented, in writing, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 4 of Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997 is deleted and replaced with the following:

“4. The maximum amount that may be requisitioned annually for this service shall be \$3,125.00.”

2. This bylaw may be cited as the “Walkerville Dyking Local Service Establishment Bylaw No. 650, 1997, Amendment Bylaw No. 1804-2023”.

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area C obtained this \_\_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Jen Ford  
Chair

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Kristen Clark  
Corporate Officer

**SQUAMISH-LILLOOET REGIONAL DISTRICT**

**Bylaw No. 1805-2023**

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A bylaw to amend Pemberton Valley Recreational Trails Service Establishment  
Bylaw No. 1035-2006

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**WHEREAS** Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006 established a local service for the purpose of providing a recreational trails service in the Village of Pemberton and a portion of Electoral Area C;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District wishes to increase the maximum annual requisition limitation by 25% under the Regional District Establishing Bylaw Approval Exemption Regulation;

**AND WHEREAS** pursuant to Sections 349 and 347 of the *Local Government Act*, the Director of Electoral Area C has consented, in writing, to the adoption of this bylaw;

**AND WHEREAS** pursuant to Sections 349 and 346 of the *Local Government Act*, the council of the Village of Pemberton has consented, by resolution, to the adoption of this bylaw;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. Section 6 of Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006 is deleted and replaced with the following:

“6. The maximum amount that may be requisitioned annually for the service shall be \$78,125.00.”

2. This Bylaw may be cited as the “Pemberton Valley Recreational Trails Service Establishment Bylaw No. 1035-2006, Amendment Bylaw No. 1805-2023”.

READ A FIRST TIME this 25th day of January, 2023.

READ A SECOND TIME this 25th day of January, 2023.

READ A THIRD TIME this 25th day of January, 2023.

CONSENT of the Director of Electoral Area C obtained this \_\_\_\_ day of \_\_\_\_\_, 2023

CONSENT of the Council of the Village of Pemberton obtained this \_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Jen Ford  
Chair

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Kristen Clark  
Corporate Officer



Box 219, 1350 Aster Street  
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P. 604-894-6371 TF. 800-298-7753  
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info@slrd.bc.ca www.slrd.bc.ca

Date: \_\_\_\_\_, 2023

### **Bylaw Consent Form**

I, Sheena Fraser, Corporate Officer of the Village of Pemberton, hereby certify that the following resolutions were passed by the Council of the Village of Pemberton at its meeting on \_\_\_\_\_, 2023.

*THAT Council give participating area approval by consenting, on behalf of the electors of the Village of Pemberton, to the adoption, by the Squamish-Lillooet Regional District, of proposed SLRD Bylaw 1802-2023, cited as "Squamish-Lillooet Regional District Invasive Species Management and Control Service Establishment Bylaw No. 1541-2017, Amendment Bylaw No. 1802-2023";*

*AND THAT Village of Pemberton staff notify the SLRD Board of the Village of Pemberton's consent.*

\_\_\_\_\_  
Sheena Fraser, Corporate Officer  
Village of Pemberton

## OPEN QUESTION PERIOD POLICY

**THAT** the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920  
Held November 2, 1999*

*Amended by Council at Meeting No. 1405  
Held September 15, 2015*