



-COMMITTEE OF THE WHOLE MEETING AGENDA-

Meeting #: 238
Date: Tuesday, February 7, 2023, 1:00 pm
Location: Council Chambers
7400 Prospect Street

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

Pages

1. **CALL TO ORDER**
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation
2. **APPROVAL OF AGENDA**
Recommendation:
THAT the Agenda be approved as presented.
3. **ADOPTION OF MINUTES**
 - 3.1 **Committee of the Whole Meeting No. 236, Tuesday, January 24, 2023** 2
Recommendation:
THAT the minutes of Committee of the Whole Meeting No. 236, held Tuesday, January 24, 2023, be adopted as circulated
 - 3.2 **Committee of the Whole Meeting No. 237, Tuesday, January 31, 2023** 5
Recommendation:
THAT the minutes of Committee of the Whole Meeting No. 237, held Tuesday, January 31, 2023, be adopted as circulated
4. **DELEGATIONS**
 - 4.1 **Nature Play Park Playscape Structure Relocation Options Review - Tom Baratt, President, and Alex van Zyl, Landscape Designer, Tom Barratt Ltd. Landscape Architects** 9
Recommendation:
THAT Committee of the Whole provide direction as to which option is the preferred location for the PlayScape Structure.
 - 4.2 **Community Wildfire Resilience Draft Plan Presentation - Quentin Schmidt, Forest Technician, B.A. Blackwell & Associates Ltd.**
5. **REPORTS**
6. **ADJOURNMENT**
Recommendation:
THAT the Committee of Whole meeting be adjourned.

VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES--

Meeting #: 236
 Date: Tuesday, January 24, 2023, 1:00 pm
 Location: Council Chambers
 7400 Prospect Street

COUNCIL: 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

DELEGATION: Patrick Weiler, MP, West Vancouver – Sunshine Coast – Sea to
 Sky Country
 Jordan Sturdy, MLA, West Vancouver - Sea to Sky

PUBLIC: 2

MEDIA: 0

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

1. CALL TO ORDER

At 1:03pm Mayor Richman called the January 24, 2023, Committee of Whole meeting to order.

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

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

3.1 Committee of the Whole Meeting No. 235, Tuesday, December 13, 2022

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 235, held Tuesday, December 13, 2022, be adopted as circulated.

CARRIED

4. DELEGATIONS

4.1 Patrick Weiler, MP, West Vancouver - Sunshine Coast - Sea to Sky Country (1:00pm)

At 1:04pm Patrick Weiler, Member of Parliament (MP) for West Vancouver – Sunshine Coast – Sea to Sky Country and Christina Walsh, Constituency Assistant, joined the meeting.

Mr. Weiler provided information regarding the support he can provide as the federal representative for this Sea to Sky.

Discussion took place respecting to the following Village priorities:

- Increasing regional transit services
- Affordable housing
- Disaster mitigation
- Access to federal grants and funding
- Connecting with CN Rail on local issues and concerns

At 1:59pm MP Weiler left the meeting.

4.2 Jordan Sturdy, MLA, West Vancouver - Sea to Sky (2:00pm)

At 2:00pm Jordan Sturdy, Member of the Legislative Assembly (MLA) West Vancouver - Sea to Sky joined the meeting.

Mr. Sturdy provided an overview of the role and responsibilities of a MLA and provincial government processes.

Discussion took place respecting to the following Village priorities:

- Increasing regional transit services
- Improving the policing model
- Ministry of Transportation and Infrastructure responsibilities - road infrastructure, culverts, maintenance
- Flood mitigation
- Maintaining the Pemberton Valley Dyking District
- Affordable housing
- Year-End-Funding applications with the province
- Upgrades to the Health Care Center
- Fuel cost in Pemberton

- Tourism management

At 3:25pm MLA Sturdy left the meeting.

5. ADJOURNMENT

Moved/Seconded

THAT the Committee of Whole meeting be adjourned.

CARRIED

At 3:26pm the Committee of the Whole meeting was adjourned.

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

DRAFT

VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES--

Meeting #: 237
Date: Tuesday, January 31, 2023, 1:00 pm
Location: Council Chambers
7400 Prospect Street

COUNCIL: Mayor Mike Richman
Councillor Ted Craddock
Councillor Jennie Helmer (electronically)
Councillor Katrina Nightingale
Councillor Laura Ramsden

STAFF: Sheena Fraser, Manager of Corporate & Legislative Services
Elizabeth Tracy, Chief Administrative Officer
Elena Aranguren, Office Coordinator
Thomas Sikora, Manager of Finance
Scott McRae, Manager Development Services
Tom Csimá, Manager Operations and Projects
Cam Adams, Fire Chief

MEDIA: 0

PUBLIC: 1

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

1. CALL TO ORDER

At 1:05pm Mayor Richman called the January 31, 2023 Committee of Whole meeting to order.

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

2. ADOPTION OF AGENDA

Moved/Seconded

THAT the Agenda be adopted as presented.

CARRIED

3. INTRODUCTION TO THE 2023 BUDGET

CAO Tracy opened the presentation by acknowledging the work staff has done to prepare the budget presentation. Ms. Tracy noted the Village is taking a new approach by taking a bottoms-up budget development approach. This approach results in building a more accurate budget, enables each department to have more ownership over their budget, allows for a better distribution of resources and alignment with strategic goals and operational priorities. Ms. Tracy also noted this approach will greatly improve accountability and transparency overall.

Thomas Sikora, Manger of Finance, provided an introduction to the 2023 budget process noting that staff have focussed on e three (3) principles for developing this budget specifically service, cost efficiency and accountability.

Mr. Sikora provided reviewed different areas where the revenues, taxes and collections are directed and the current market conditions the Village of Pemberton is experiencing.

Mr. Sikora presented the service objectives for each department and sought councils input and direction with respect to the service levels presented so that feedback can be incorporated into each budget area.

Mr. Sikora advised that review of capital projects identified in the 2022 five (5) Year Plan will be covered at next budget session. Some of the capital projects and highlights which will be incorporated into the Capital Budget include but are not limited to:

- Regional multi-modal transportation hub
- Daycare expansion
- EV Charger infrastructure
- Amenity Building (Soccer Fields Den Duyf Park)
- Aging fire apparatus replacement plan
- Water infrastructure
- Sewer infrastructure

Mr. Sikora also provided an overview of the reserve contributions in 2022 including capital, water, and sewer.

Discussion took place respecting the following Village priorities:

- Importance of using sustainability and reconciliation language
- Supply of parking spaces in Pemberton
- Increasing regional transit services
- Reserve objectives
- Service and maintenance level expectations for the airport

4. RECESS COMMITTEE OF THE WHOLE MEETING

At 2:45pm Council recessed the committee of the whole meeting.

5. RECONVENE COMMITTEE OF THE WHOLE MEETING

At 2:57pm the committee of the whole meeting was reconvened.

At 3:00pm Councillor Helmer left the meeting.

6. ASSET MANAGEMENT PROGRAM PRESENTATION

6.1 YourCity & Paul Murray, Consultant

At 3:08pm Mr. Paul Murray, consultant, joined the meeting electronically.

Mr. Murray presented the asset replacement financial strategy for the Village of Pemberton.

Mr. Murray provided the following broader context of the Village current situation:

- The Village of Pemberton experience is similar experience to other local governments.
- Assets have been built in the past with significant senior levels of government assistance.
- Inflation over lifecycle is significant.
- Gradual phase in of increased investment is the approach taken by many municipalities.

The formula model that YourCity used follows on best practices within BC. The model is divided between asset replacement plan and asset replacement financial strategy. The asset replacement plan included all the compile asset data, risk and level of service and funding demand. All those pieces convened turned into forecasted replacement budget. The asset replacement financial strategy includes affordability, flexibility, and resiliency. These three steps allowed them to determine a financial strategy.

Mr. Murray presented three (3) different scenarios and the key points from the scenarios modeled presented were the following:

- Overall increases range from \$56 - \$78/ year
- Overall HealthScore ranges from 76% to 93%
- Past Life Assets range from 2% up to 10%
- A property tax increase of between 1.7% and 2.4% each year
- No change in water charge each year
- A sewer charge increase of between 1.7% and 2.3% each year

Mr. Murray recommended the following next steps:

- Develop a policy to document chosen approach
- Integrate into existing processes
- Separate assets replacement cost (Capital) from Operating Cost in the budget.
- References to the Asset Management Financial Strategy during the Financial Planning Process
- Implement a Reporting and Measure Framework
- Begin refinement of data

Discussion took place respecting the following:

- Grant applications
- Increase of property taxes
- Increase of cost of living

At 3:55pm Mr. Murray left the meeting.

7. ADJOURNMENT

Moved/Seconded

THAT the Committee of Whole meeting be adjourned.

CARRIED

At 4:10pm the Regular Council Meeting was adjourned.

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

Date: Tuesday, February 7, 2023
To: Elizabeth Tracy, Chief Administrative Officer
From: Christine Burns, Manager of Recreation Services
Subject: Nature Play Park PlayScape Structure Relocation

PURPOSE

The purpose of this report is to seek input from the Committee of the Whole on the relocation of the Nature Play Park PlayScape Structure located at the Pemberton & District Community Centre.

BACKGROUND

At Regular Council Meeting No. 1571, held on Tuesday November 29, 2022, Council rose with report and provided direction respecting the relocation of the PlayScape structure, which is a component of the Nature Play Park at the Pemberton & District Community Centre, and must be moved to accommodate the development of the expansion of the daycare. The resolution is provided below:

Moved/Seconded

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

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

CARRIED

The original location analysis is provided as **Appendix A**.

Subsequently, at the Regular Council Meeting No. 1573, held Tuesday, December 13, 2022, Staff presented a proposal from Tom Barratt Ltd, Landscape Architects, to review the options selected and sought Council's approval for the scope and cost to undertake review.

In this regard, the following resolution was passed:

Moved/Seconded

THAT the proposal from Tom Barratt Ltd. Landscape Architects be approved as presented.

AND THAT funding for this review, in the amount of \$7,200, be allocated from the daycare extension Grant.

CARRIED

DISCUSSION & COMMENTS

Upon direction from Council, Staff engaged Tom Barratt Ltd. Landscape Architects to create a draft concept plans showing options of Option 1 and Option 2 as shown in **Appendix A**.

Staff provided the consultants with the background on this project and asked them to prepare a more detailed landscape plan for both Option 1 and Option 2 along with a recommendation as to the best location and rationale to support the recommendation.

The Options Concept Plan is provided as **Appendix B** and the recommendations provided as **Appendix C** for review and discussion by the Committee.

COMMUNICATIONS

Upon receiving direction respecting the relocation of the PlayScape structure, Recreation Services will consult with the Communications and Grants Coordinator to develop a communications plan to announce the relocation.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

Staff have currently allocated approximately 20 hours of time to this project. The cost to facilitate the review of options and develop the concept plan and recommendations will be covered through the grant funding received to build the daycare. This is an additional cost to the overall daycare project budget and is not included in the grant budget. The relocation of the structure will be arranged once location is determined and the work to relocate and install will be an additional cost to the overall daycare project budget.

INTERDEPARTMENTAL IMPACT & APPROVAL

Should support from another department be required as planning progresses, Recreation Services will consult with the manager of that department.

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The budget for Recreation in Pemberton is jointly supported by the Village and SLRD Electoral Area C. Decisions related to recreation lay with the Pemberton Valley Utilities and Services Committee, on which the Village and SLRD Area C Elected Officials sit. As such, it would be

prudent to recommend that review of the options and discussion related to the relocation be directed to PVUS to ensure the SLRD representatives have input on the proposed changes.

ALTERNATIVE OPTIONS

There are no alternative options for consideration at this time.

RECOMMENDATIONS

THAT Committee of the Whole provide direction as to which option is the preferred location for the PlayScape Structure.

ATTACHMENTS:

Appendix A: 11.24.2022 Location Analysis – Nature Play Park

Appendix B: 849 23.01.25 – Concept Plans – Nature Play Park Options

Appendix C: 849 23.01.25 Nature Play Park Relocation Letter

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

Committee of the Whole

| Option Name | Option 1: East Side of Great Lawn | Option 2: Pocket Park | Option 3: Grassy Maze |
|-------------------------------|--|--|---|
| Map | | | |
| Physical Space Considerations | <ul style="list-style-type: none"> - Plenty of space to fit nature play park along with new screening vegetation and access pathways - Opportunity to increase use of physical space for purpose-built activity with additions to natural space - Integrates further development of natural space for children's creative development | <ul style="list-style-type: none"> - Nature play park can be made to fit, may have limited opportunities to screen with landscaping - May require easement if play park features straddles lot lines | <ul style="list-style-type: none"> - Nature play park can be made to fit, may have limited opportunities to screen with landscaping - Close proximity to spray park controls may be an issue depending on underground piping arrangement - Location to Daycare poses an issue for Daycare operations. School aged playground means use |

| | | | |
|---|--|---|---|
| | <ul style="list-style-type: none"> - Flow throughout the park - Frames the initial intent for an amphitheater. - | | all day with inability to limit for quiet time required by daycare. |
| Current Space Usage Considerations | <ul style="list-style-type: none"> - Great lawn mostly used as off leash dog park in violation of bylaw and posted signs - Occasional (less than 5 times per year) events on great lawn, like Canada day - Underutilized outdoor space - Still believe lawn space can serve purposes currently used for including that of SD#93 which will soon have their own school field. | <ul style="list-style-type: none"> - Used by families as staging area for strollers and picnics while children enjoy spray park - Radius residents use for various outdoor experiences. | <ul style="list-style-type: none"> - Limited use by a range of ages - Home to lots of snails, fun to try and find them with toddlers - Creates a natural sound buffer in the summer for the Daycare - Supports creative play and encourages confident exploration of natural environment which develops lasting affinity for natural world. |
| Cost Considerations | <ul style="list-style-type: none"> - Site preparation costs are minimal as area is clear and mostly level – less than \$2,000 for site prep | <ul style="list-style-type: none"> - Existing mature trees to be removed – site prep costs around \$5,000 | <ul style="list-style-type: none"> - Removal of existing grant funded grassy maze feature, potential removal of grant funded brick plaza space – impacts to grant relationships, site development costs approx. \$10,000 |
| Operational Considerations | <ul style="list-style-type: none"> - Recreation staff are confident major events like Canada day can still be hosted on remaining great lawn space - Staff believe this location would complement events on great lawn - New location frames the central lawn space to allow for connection to PDCC outdoor walkway - Shape design and integration for overall visual synchronicity of park to maintain playful, friendly and welcoming environment - Cost savings opportunity for maintenance, modification of green space, drainage ditch between road and walkway to a meadow for improving biodiversity, reducing water consumption | <ul style="list-style-type: none"> - Playground will be a very close proximity to a residential building, likely to cause conflict with neighbours - Radius residents currently contribute to approximately 90% of our negative CSR's in the summer months due to high volume of use at the Spray Park. | <ul style="list-style-type: none"> - Playground directly adjacent to daycare will create conflicts with daycare, for example school age children playing during nap time - |

| | | | |
|---|---|---|---|
| Safety Considerations | <ul style="list-style-type: none"> - Line of sight for parents from various places in the green space exist, including from inside the Fitness Centre which current location is taken advantage of by parents consistently. | <ul style="list-style-type: none"> - Creates a very congested space for all age groups which creates user conflict. - Congested spaces decrease line of sight for parents and guardians which increases safety concerns | <ul style="list-style-type: none"> - Creates a very congested space for all age groups which creates user conflict. - Congested spaces decrease line of sight for parents and guardians which increases safety concerns |
| | -location carefully considered during discussions with Landscape architect for proximity to current features, distance from road and pedestrian walkways, as well as creation of natural barrier between the lawn and the parking lot which adds to the nature play | | |
| | -walkability and increased accessibility to overall green space. | | |
| | -addition of seating and shade considered for multi-generational use. | | |
| | | | |
| Landscape Architect Recommendation | Recommended by landscape architects as best choice for future growth of the site | | |
| Staff Recommendation | Recommended by Staff as best location to contribute to vision of recreation corridor along Portage Road | | |



COTTONWOOD STREET

PORTAGE ROAD

ARBUTUS STREET

PEMBERTON
COMMUNITY
CENTRE

PROPOSED
DAY CARE

EXISTING DAY CARE

EXISTING
YOUTH
CENTRE

COVERED PATIO

BASKETBALL
NET & PAVED
AREA - TO KEEP

PLAY AREA

PLAY AREA

LOT B

FUTURE
LANDSCAPE
WORKS

EXISTING PATIO

EXISTING
GRASS
MAZE

RELOCATED
NATURE PLAY
PARK OPTION 2

2

EXISTING
PAVER PATH

EXISTING
LAWN
HILL

EXISTING
SPRAY PARK

LOT 6

LOT A

GREAT
LAWN

RELOCATED
NATURE PLAY
PARK OPTION 1

EXISTING
PLANTING

EXISTING
ASPHALT PATH

EXISTING
LAWN

PARKING LOT

LOT 1

N



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Landscape Architects
8605 Drifter Way Whistler, BC Canada V8E 0G2
7604.932.3040 info@tbl.com
www.tbl.com

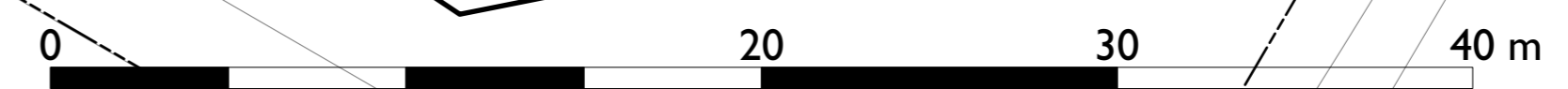
PROJECT

PCC Nature Play Park
Relocation

DRAWING TITLE

Relocation Options
with Context

| | | | |
|------------|------------|-------|-------|
| DATE | 2022-09-01 | SCALE | 1:500 |
| PROJECT # | 849 | ITEM | |
| REVISION # | | SHEET | L-01 |



Option 1 - East Side of Great Lawn



Option 2 - Next to Spray Park



N

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8605 Drifter Way Whistler, BC Canada V8E 0G2
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www.tbl.com

PROJECT

PCC Nature Play Park Relocation

DRAWING TITLE

Options 1 & 2

| | | | |
|------------|------------|-------|-------------|
| DATE | 2022-09-01 | SCALE | N.T.S. |
| PROJECT # | 849 | ITEM | |
| REVISION # | | SHEET | L-02 |

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

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

25.01.23

**Re: Pemberton Community Centre
Nature Play Park Relocation Options**

Dear Christine,

We understand that you are preparing a report to Council regarding the relocation of the Nature Play Park at the Pemberton Community Centre. Upon your request, we have provided two options to relocate the nature play park: Option 1 - East side of Great Lawn & Option 2 - Into the pocket park next to the Spray Park. Please see the following design rationale to explain the two relocation options.

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

Introduction

The outdoor space at the Community Centre is well-loved and used by all walks of life. As Pemberton grows and evolves, this outdoor space will draw increasing use. It is important that the relocation of the nature play park considers the outdoor space holistically to meet community needs for years to come.

Guiding Principles

From our study of the site, we identified three guiding principles that inform the design approach taken in both options:

1. Outdoor Room

Successful public spaces are like outdoor rooms with multiple openings. The Great Lawn is currently under-utilized because two key sides are car-dominated and lack solid edges. This relocation gives us the opportunity to make the park feel more like an outdoor room. This can be achieved with the playground itself, planting, another use, or a wall or fence.

2. Screened & Oriented Inward

The playground should feel like it's connected to the Community Centre by orienting inward. In the same breath, it must be safe for children and screened from neighbours, through planting or other means.



3. Shade

Locating trees to provide much-needed shade during Pemberton's hot summers will be a contributing factor to the success of the playground and of the park as a whole.

Key Considerations

From discussions with staff, we identified the following considerations to evaluate both options.

- **Outdoor play:** both options can accommodate outdoor play, but Option 1 has open space to expand into, creating room to involve different types of play nearby.
- **Population growth:** Option 2 locates all programmed areas (grass maze, spray park, and nature play) in one area, which might feel crowded as more people use it.
- **Multi-generational use/potential user conflicts:** The spray park is a younger user group than the nature park. In Option 2, they are close together with potential for overcrowding and in Option 1, there is a tree buffer between them.
- **Neighbouring uses:** In Option 2, a 2.5m gap is shown between the playground and neighbouring Radius building property line, but it might be disruptive to units along that edge. Option 1 would feel exposed next to the parking lot without adequate screening.
- **Accessibility:** Both have accessible paths. Option 1 is more accessible from the multi-use path along Portage Road, whereas Option 2 is more accessible from the daycares.
- **Safety:** Option 2 is farther from traffic than Option 1, but effective screening can mitigate this danger. Option 1 requires screening from the adjacent parking lot to be safe. The green belt between the multi-use path and road should be maintained or boosted.

Both options present viable locations for the nature play park. However, we believe that Option 1 will more successfully accommodate the many users of the park as the population of Pemberton grows.

Please don't hesitate to reach out to our office with any questions or concerns. We look forward to engaging with staff and Council at the presentation.

Yours truly,

A handwritten signature in black ink, appearing to read 'Alex van Zyl'. The signature is stylized with a large, sweeping 'A' and 'Z'.

Alex van Zyl