

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, June 25, 2019, at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1495.

*“This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010.”*

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<b>Item of Business</b>	<b>Page No.</b>
<b>1. CALL TO ORDER</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. APPROVAL OF AGENDA</b>	<b>1</b>
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. RISE WITH REPORT FROM IN CAMERA (CLOSED)</b>	
a) Village of Pemberton Bursary Award	
<b>4. ADOPTION OF MINUTES</b>	
a) Regular Council Meeting No. 1494, Tuesday, June 11, 2019	<b>4</b>
<b>Recommendation:</b> THAT the minutes of Regular Council Meeting No. 1494, held Tuesday, June 11, 2019, be adopted as circulated.	
<b>5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>	
<b>7. COMMITTEE MINUTES – RECEIPT FOR INFORMATION</b>	
There are no Committee Minutes for receipt.	
<b>8. DELEGATIONS</b>	
There are no delegations scheduled for this meeting.	
<b>9. REPORTS</b>	
a) Office of the CAO	
i. Lower Mainland Local Government Association Resolutions – Verbal Update on Request for Non-Treaty First Nations Eligibility for Emergency Preparedness Grant Funding	
b) Development Services	
i. Pemberton Child Care Needs Assessment and Strategy: 2019-2023	<b>11</b>
<b>Recommendation:</b> THAT the Pemberton Child Care Needs Assessment and Strategy: 2019-2023 report be received for information.	

ii. **Major Development Permit Application No. 081** 40  
**Mount Currie View Mobile Home Park – 7390 Highway 99**

**Recommendation: THAT** the Development Permit Application No. 081 - Mount Currie View Mobile Home Park (Appendix G) be authorized for issuance subject to the following conditions:

1. That a landscape security in the form of a letter of credit or other means satisfactory to the Village of Pemberton in amount of 120% the estimated landscaping cost as determined by a registered BCSLA Landscape Architect;
2. That revised Engineering details to address the recommendations made in the ISL Design Review Letter dated May 23, 2019 are submitted to Village Engineer's satisfaction;
3. That the Fire Chief's comments with respect to an additional fire hydrant, minimum dimensions for fire truck turnaround and emergency access be addressed to Staff's satisfaction; and
4. That all fees related to cost-recovery for consultant and staff time spent on processing the application are paid in full.

iii. **Variance to Road Standards (Development Variance Permit No. 123)** 75  
**Subdivision and Development Control Bylaw No. 677, 2012**  
**Sunstone Ridge Developments**

**Recommendation: THAT** Council issue Development Variance Permit No. 123 to establish alternate hillside road standards for Road C (Seven O'Clock Drive), Sunstone Ridge.

c) **Finance**

i. **Municipal Financing Association (MFA) Equipment Financing – Public Works Truck** 85

**Recommendation: THAT** Council receives this report from the Chief Financial Officer, dated June 25<sup>th</sup>, 2019 regarding financing for the purchase of new Capital Equipment;

**AND THAT** Council of the Village of Pemberton authorizes up to \$30,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of a Public Works Truck;

**AND THAT** the loan(s) be repaid within five (5) years, with no rights of renewal.

d) **MAYOR'S Report**

e) **COUNCILLORS' Reports**

10. **BYLAWS**

There are no Bylaws for reading or adoption.

## 11. CORRESPONDENCE

### a) For Action

- i. **Carla Jack, Ministry of Forests, Lands, Natural Resource Operations, and Rural Development, dated May 25, 2019, inviting comments on proposed name changes for the Lillooet River and Lillooet Lake.** 87

**Recommendation:** THAT Council provide direction.

- ii. **Leala Selina, SLRD Electoral Area C, dated June 6, 2019, expressing safety concerns due to the speed limit along Highway 99.** 90

**Recommendation:** THAT a response be provided advising that the request to lower the speed limits along Highway 99 should be submitted to the Ministry of Transportation and Infrastructure.

- iii. **Chris Brown, SLRD Electoral Area C, dated June 19, 2019, expressing safety concerns due to the speed limit along Highway 99.** 92

**Recommendation:** THAT a response be provided advising that the request to lower the speed limits along Highway 99 should be submitted to the Ministry of Transportation and Infrastructure.

### b) For Information

- i. **Lynn Embury-Williams, Executive Director, Wood WORKS! BC, dated June 1, 2019, inviting nominations for the 2019 Community Recognition Awards.** 93

- ii. **Shannon Story, Executive Director, Lower Mainland Local Government Association, dated June 14, 2019, providing the Final 2019 Lower Mainland LGA Resolutions Disposition submitted to UBCM.** 95

**Recommendation:** THAT the above correspondence be received for information.

## 12. DECISION ON LATE BUSINESS

## 13. LATE BUSINESS

## 14. NOTICE OF MOTION

## 15. QUESTION PERIOD

115

## 16. IN CAMERA

**THAT** pursuant to Section 90 (1) (c) Employee/Labour Relations, (g) Litigation and (k) Negotiations of the *Community Charter*, the Council of the Village of Pemberton serves notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

## 17. RISE FROM IN CAMERA

## 18. RECESS REGULAR COUNCIL MEETING

## 19. RECONVENE REGULAR COUNCIL MEETING FOLLOWING THE COMMITTEE OF THE WHOLE

## 20. IN CAMERA

## 21. RISE FROM IN CAMERA

## 22. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, June 11, 2019 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1494.

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**IN ATTENDANCE:** Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Ryan Zant  
Councillor Leah Noble

**ABSENT** Councillor Amica Antonelli

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lena Martin, Manager of Finance & Administration  
Wendy Olsson, Executive Assistant  
Elysia Harvey, Legislative Assistant

**Public:** 0

**Media:** 1

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**1. CALL TO ORDER**

At 5:30 p.m. Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as circulated.  
**CARRIED**

**3. RISE WITH REPORT FROM IN CAMERA (CLOSED)**

Council did not rise with report.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1493, Tuesday, May 28, 2019**

Moved/Seconded  
**THAT** the minutes of Regular Council Meeting No. 1493, held Tuesday, May 28, 2019 be adopted as circulated.  
**CARRIED**

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

There was no business arising.

## 6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

Recommendation from Committee of the Whole Meeting No. 192 held earlier in the day:

### Draft Building Bylaw Presentation

Moved/Seconded

**THAT** Staff proceed with community and stakeholder engagement as part of the process of adopting the *Energy Step Code*.

**CARRIED**

## 7. COMMITTEE MINUTES – FOR INFORMATION

There were no Committee Minutes.

## 8. DELEGATIONS

There were no delegation presentations.

## 9. REPORTS

### a) Office of the CAO

#### i. Lower Mainland Local Government Association Resolutions – Commission Membership Clarification

CAO Gilmore sought clarity on which Commissions should be requested to include First Nations representation, as per Council's resolution submitted to the Lower Mainland Local Government Association (LMLGA). Council advised that the request should be specific to First Nations participation on Transit Commissions; however consideration for representation on other commissions would be supported. Staff were directed to provide clarity to the LMLGA.

#### ii. 2019 UBCM Convention Minister Meeting Draft Briefing Notes

Moved/Seconded

**THAT** the Draft Briefing Notes for the 2019 UBCM Convention be accepted as amended.

**CARRIED**

**b) Finance & Administration**

**i. Municipal Finance Authority Equipment Financing – Recreation Field Mower and Storage Container**

Moved/Seconded

**THAT** Council receives this report from the Chief Financial Officer, dated June 11<sup>th</sup>, 2019, regarding financing for the purchase of new Capital Equipment;

**AND THAT** Council of the Village of Pemberton authorizes up to \$34,750 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of acquiring a Recreation Field Mower and storage container;

**AND THAT** the loan(s) be repaid within five (5) years, with no rights of renewal.  
**CARRIED**

**c) MAYOR'S Report**

Mayor Richman reported on the following meetings and events:

- Attended a meeting in Victoria with other municipal representatives to discuss local transit issues; a press release will be forthcoming
- The Pemberton & District Chamber of Commerce / Rotary Club of Pemberton's annual golf tournament on June 7<sup>th</sup> was a success.
- The public washroom facilities located outside Blackbird Bakery will open June 12<sup>th</sup>.
- Coming soon to the Downtown Community Barn - porta potties and a privacy screen to accommodate the increase in visitors and events in the area.
- Will be attending the upcoming Pemberton Valley Utilities and Services meeting on Thursday June 13<sup>th</sup>.
- Pemberton Secondary School's awards ceremony is taking place on June 11<sup>th</sup>; the graduation ceremony will take place this Saturday June 15<sup>th</sup>.
- There have been several questions regarding the Alternative Approval Process for the Downtown Enhancement Project and the expansion and paving of the Downtown Community Barn. To clarify, \$100,000 of the loan is for paving the existing parking lot and an extension to this area at the Barn, the rest of the loan is for contingency, should it be needed. This project is key for replacing some of the aging underground infrastructure within the Village.
- Thank you to the affected residents and businesses for their patience during Sunday's water service disruption to tie in the new water lines. On Sunday, June 23<sup>rd</sup> there will be a second water service disruption for select downtown businesses. The Mayor advised that if residents require more information they should contact the Village Office.

- The Village of Pemberton is developing an Age-Friendly Affordable Housing Action Plan to establish a to-do list to respond to the local housing needs. To inform the Action Plan, the Village is seeking up to five (5) community members to share their experiences and participate in a focus group interview with other community stakeholders. Expressions of interest and questions may be directed to Staff at the Village Office.
- The Squamish-Lillooet Regional District (SLRD) and Village of Pemberton (VOP) have secured a total of \$300,000 through the Community Emergency Preparedness Fund (CEPF) for flood mitigation planning. With funds secured through the CEPF, the Lillooet River Floodplain Mitigation Planning project is the next step in understanding the full picture of flood mitigation options in the Pemberton Valley, identifying critical dike upgrades (including scope and cost) for flood protection required to mitigate the most significant risks. The project will be completed by late fall.
- Try and shop local during the Downtown Enhancement Project. All businesses are open during construction. We recognize that the construction project can pose some challenges for our businesses, so let's try and support them as often as we can.
- The 2019 Summer Leisure Guide is now available. Visit [www.pembertonrecreation.ca](http://www.pembertonrecreation.ca) to view the guide.
- It has recently come to the Village's attention that a generator belonging to Hazelwood Construction has gone missing from behind the Community Barn. The Mayor asked that if anyone knows anything about this to please contact the RCMP.

#### **d) COUNCILLORS' Reports**

##### **Councillor Craddock**

Councillor Craddock reported on the following:

- Commended the Pique Newsmagazine for their recognition at community newspaper awards
- The Pemberton & District Chamber of Commerce / Rotary Club of Pemberton's annual golf tournament on June 7<sup>th</sup> was well-attended and a successful fundraiser
- Attended a recent Lil'wat Celebrations Powwow

##### **Councillor Zant**

Councillor Zant reported on the following:

- Attended the PAWS fundraising event at the Pemberton Regional Airport
- Attended the Cemetery Committee meeting, noting that discussion took place about landscaping and maintenance needs of the cemetery.

**Councillor Noble**

Councillor Noble reported on the following:

- Attended a memorial event at the Ts'zil Learning Centre in Mount Currie for Chief Fraser Andrew.

**Councillor Antonelli**

Councillor Antonelli was absent.

**10. BYLAWS**

**a) Bylaw for Adoption**

**Village of Pemberton Council Procedure Bylaw No. 778, 2015, Amendment (Section 31) Bylaw No. 864, 2019**

Moved/Seconded

**THAT** the Village of Pemberton Council Procedure Bylaw No. 778, 2015, Amendment (Section 31) Bylaw No. 864, 2019 be given fourth and final reading.

**CARRIED**

**b) Village of Pemberton Permissive Tax Exemption (Pemberton Search and Rescue Society) Bylaw No. 846, 2018, Amendment Bylaw No. 865, 2019**

Moved/Seconded

**THAT** Village of Pemberton Permissive Tax Exemption (Pemberton Search and Rescue Society) Bylaw No. 846, 2018, Amendment Bylaw No. 865, 2019, be given fourth and final reading.

**CARRIED**

**c) Village of Pemberton Outdoor Water Use Regulations Amendment Bylaw No. 866, 2019**

Moved/Seconded

**THAT** Village of Pemberton Outdoor Water Use Regulations Amendment Bylaw No. 866, 2019, be given fourth and final reading.

**CARRIED**

**11. CORRESPONDENCE**

**a) For Action**

- i. **Nancy Lee, Village of Pemberton, dated June 3<sup>rd</sup>, 2019, expressing concerns regarding limited off-leash dog areas within the Village.**



Moved/Seconded

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

**CARRIED**

- ii. **Ilse Morris, Jade Investments Ltd., dated June 4, 2019, regarding the Village's water and sewer billing system.**

Moved/Seconded

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

**CARRIED**

**b) For Information**

- i. **Cathy Peters, BC anti-human trafficking advocate, dated May 30, 2019, providing the newly-announced Canadian Human Trafficking hotline number and an article on Preventing Child Sex Trafficking in BC.**
- ii. **Lisa Helps, Mayor, City of Victoria, dated May 29, 2019, requesting support of Victoria City Council's resolution regarding provincial support for libraries.**
- iii. **Clare Greenberg, Executive Director, Sea to Sky Invasive Species Council, dated May 25, 2019, providing a list of high priority invasive plant sites on CN right-of-way.**

Moved/Seconded

**THAT** the above correspondence be received for information.

**CARRIED**

**12. DECISION ON LATE BUSINESS**

There was no late business for consideration.

**13. LATE BUSINESS**

There was no late business.

**14. NOTICE OF MOTION**

There was no notice of motion.

**15. QUESTION PERIOD**

There were no questions from the Gallery.

**16. ADJOURNMENT OF REGULAR COUNCIL MEETING**

Moved/Seconded

**THAT** the Regular Council Meeting be adjourned.

**CARRIED**

At 6:27 p.m. the Regular Council Meeting was adjourned.

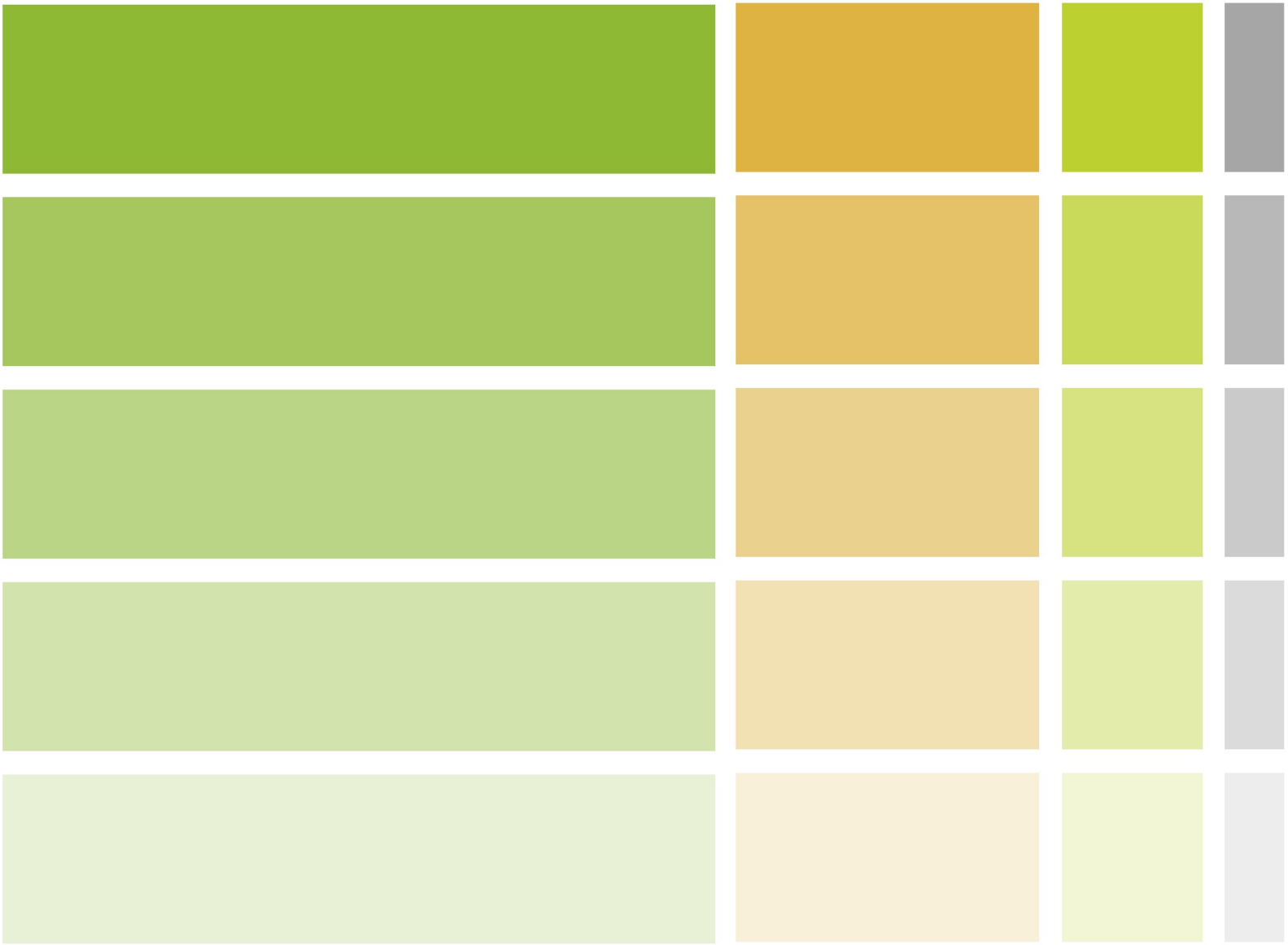
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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

DRAFT



**IT TAKES A VILLAGE**  
**Pemberton Child Care**  
**Needs Assessment and Strategy:**  
**2019-2023**

April 11, 2019

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## 1.0 Introduction and Report Overview

Child care is a vital part of a community's social infrastructure. In addition to helping the families and children using the care, it benefits the broader population, contributes to the economy, and enhances the overall health and well-being of the community.

Recognizing the importance of child care, and the serious challenges being faced with respect to child care delivery in Pemberton, the Sea to Sky Putting Children First Initiative, with funding support from the Pemberton Valley Utilities and Services (PVUS) Committee<sup>1</sup> commissioned the Social Planning and Research Council of BC (SPARC BC) to prepare a Child Care Needs Assessment and Strategy for Pemberton. A similar Initiative was undertaken for the District of Squamish earlier in 2018.

The overarching theme of the Pemberton Child Care Needs Assessment and Strategy, as captured in the document's title, borrows from the African proverb: it takes a village to raise a child. The reality is that making improvements to the child care system in Pemberton is a shared responsibility, with shared benefits, requiring the contributions of several parties to succeed.

The purpose of the Needs Assessment and Strategy is threefold:

- 1) Provide guidance to the Village of Pemberton (VOP), Squamish-Lillooet Regional District (SLRD)<sup>2</sup>, Sea to Sky Community Services Society, and other interested parties (e.g., child care providers, community agencies) in addressing child care needs in Pemberton to 2023;
- 2) Identify a vision, strategic priorities, and space targets for child care in Pemberton
- 3) Propose a framework for implementation of the recommendations contained herein.

The Needs Assessment and Strategy is organized into ten (10) sections, as follows:

- ◆ Section 1.0 – Introduction and Report Overview
- ◆ Section 2.0 - Context
- ◆ Section 3.0 - Methodology
- ◆ Section 4.0 – Vision for Child Care in Pemberton
- ◆ Section 5.0 – Guiding Principles and Assumptions

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<sup>1</sup> The PVUS Committee consists of elected officials and senior staff representatives from the Village of Pemberton and Squamish-Lillooet Regional District. Its primary focus is on the planning and delivery of various shared services in the Village and Area C of the Squamish-Lillooet Regional District (e.g., Landfill, Recreation). The Committee also allocates annual grant funding to support community recreation, social, and cultural activities in the service area (including funding support for this Needs Assessment and Strategy).

<sup>2</sup> It is recognized that the SLRD, with its broad regional focus, would have a relatively limited role and stake in Pemberton-specific child care issues. Nonetheless, the Regional District is considered a stakeholder because 1) through the PVUS Committee, the SLRD provided funding support for this Needs Assessment and Strategy, 2) at the time of initiating the research, the SLRD was responsible for the management of recreation service delivery for Pemberton and will be transferring to the Village of Pemberton effective June 1, 2019, and 3) it is important for the Regional District to be apprised of, and offer appropriate support in responding to, issues being faced within its boundaries (i.e., child care concerns in Pemberton).

- ◆ Section 6.0 – Needs Assessment Summary
- ◆ Section 7.0 – Child Care Space Targets
- ◆ Section 8.0 – Strategic Directions and Recommended Actions
- ◆ Section 9.0 – Partnership and Collaboration
- ◆ Section 10.0 – Monitoring and Implementation.

Additional supportive information is contained in the background technical reports for this document.

At the outset, it should be noted that the recommendations contained herein are just that: recommendations. They were based on extensive research and targeted engagement with the community. The document is meant to inform and provide a starting off point for government and community stakeholders to tackle the pressing childcare needs in Pemberton. In order for positive action to occur, key stakeholders in the community need to endorse the recommendations, refine them as necessary over time, and commit to playing an appropriate role in putting them into effect.

## 2.0 Context

One of the initial steps in undertaking a Child Care Needs Assessment and Strategy is to gain an understanding of context – both for the local jurisdiction and for the broader child care delivery system. An overview of the local and broader child care context is provided below.

### 2.1 Local Context

With respect to child care planning, some noteworthy socio-economic characteristics of Pemberton are as follows:

- *Relatively small and geographically isolated community* - 2,574 people lived in the Village of Pemberton in 2016.
- *Relatively high rate of growth* – the overall Village population increased by 5.8% between 2011 and 2016.
- *Young population* - 545 children aged 0 – 12 years lived in Pemberton in 2016 (21.1% of the total population), with 245 of these children being infants/toddlers and pre-school aged (i.e., 0 – 4 years) and 300 being school aged (i.e., 5 – 12 years).
- *Limited diversity* - The overwhelming majority of people in Pemberton are Canadian-born and have English as a mother tongue. It should be noted, however, that 6.6 % of Pemberton population in 2016 were Indigenous, and a large First Nations Reserve exists nearby (1,285 people living in the Lil'wat Nation).
- *High level of home ownership* – 76.7% of Pemberton households owned their homes, while 22.8% were renters.
- *High percentage of household income devoted to housing costs* - 31.1% of homeowner households and 48.9% of renter households spent more than 30% of their household income on shelter costs – higher rates than both the SLRD and province. It is likely that the percentage of household income devoted to housing costs has risen even higher since the

Census, as housing prices have increased quickly: the average assessed value for a single-family home in Pemberton was \$828,500 as of July 1, 2018 (up 14% since July 1, 2017).

- *Relatively low (and falling) proportions of children (0-14 years old) in lone parent families* – 9.4% of children (0-14 years old) lived in lone parent families in 2016, down from 15.3% in 2011. The proportion of children in lone parent families in Pemberton is much lower than the proportions in the SLRD and BC.
- *Relatively low but still concerning rate of child poverty (based on Statistics Canada Low-Income Measure After Tax data)* - 12.9% of children (0-17 years old) lived in poverty in Pemberton, similar to the SLRD but much lower than in BC. Further, the median total income of couple families with children in Pemberton (\$103,936) was lower than comparable figures for the SLRD and BC.
- *Very high labour force participation rate among core working age (25-64 year old) population* - 91.6% of Pemberton’s core working age population was participating in the labour force in 2016, higher than the rates for both the SLRD and BC.

The foregoing statistics are highlights only. More detailed information on the local population is included in the *Pemberton Statistical Analysis*, a background technical document for this review.

With respect to child care supply, the following services are available in Pemberton:

<b>Licensed Child Care Services in Pemberton – November 2018</b>				
Program Name	Operator	Program Type	Ages Served	Licensed Capacity
Crickets	Pemberton Children’s Centre	Group Child Care	11 – 24 months	12
Beetlebugs	Pemberton Children’s Centre	Group Child Care	2 – 3 years	12
Dragonflies	Pemberton Children’s Centre	Group Child Care	30 months to school age	25
Super Spuds <sup>3</sup>	Private	Family Child Care	Birth to school age	7
Le Petit Bonheur	Private	Family Child Care	Birth to school age	5
Pemberton After School Club	Sea to Sky Community Services	Out of School	5 – 12 years	12
<b>Total</b>				<b>73</b>

<sup>3</sup> Super Spuds is situated immediately outside the VOP boundaries, but because of its close proximity to the Village, it is being included in the Pemberton inventory. Two additional group child care programs are operated by the Lil’wat Nation at the Ullus Childcare Centre: Tsuqum (Chickadee; 12 spaces for children aged under 3) and Tsvkatsvka (Blue Jay; 15 spaces for children aged 3 – 5 years). Pemberton families are able to enroll their children in the Ullus centres. Those centres are not included in the Pemberton inventory, however, because they are located roughly 8.5 kilometers from the Village boundaries.

All of Pemberton’s licensed child care programs are fully subscribed (i.e., no vacancies exist) and all have extensive wait lists. No registered license-not-required child care operations (i.e., for two or fewer children) exist in Pemberton.

While the focus of this review is on licensed child care, it is important to note that complementary unlicensed programs provide a valuable supplement to (not replacement of) the regulated system. The value of the complementary programs is particularly strong in Pemberton, given the acute shortage of available licensed child care options in the Village. Parents, licensed caregivers, and others consulted for this review acknowledged the key roles played by such operations as the Pemberton and District Community Centre, Stewardship Pemberton, and the Pemberton and District Public Library in supporting families and delivering programs for preschool-age and school-age children.

## 2.2 Broader Child Care Context

Child care is a complex field, with no one jurisdiction or entity being responsible for its planning, funding, or delivery. Rather, it can more aptly be described as a patchwork quilt, involving an array of parties playing varying roles, and requiring broad-based collaboration to respond to ever-changing needs and circumstances.

Key partners, and their respective roles, are as follow:

- Federal Government – Advocates have long been calling on the Federal Government to develop a national strategy for child care. While that has not happened, the Federal Government initiated a *Multilateral Early Learning and Child Care Framework* in 2017 to guide efforts of the Federal, Provincial and Territorial governments on child care matters. The Framework articulates the commitment of the respective governments to work towards investments to increase quality, accessibility, affordability, flexibility, and inclusivity in early learning and child care, placing priority on those with greatest needs. Funding commitments were outlined in the 2017 Federal Budget and include \$540 million in 2018-2019, and \$550 million in 2020-2021. By 2026-2027, the Government of Canada’s child care allocation is envisioned to reach \$870 million annually. To date, the Federal contribution to BC through the Framework has been \$153 million. These funds are being used to support initiatives set out in the Province’s *Child Care BC* plan (discussed below). The funding will be targeted at increasing the number of infant and toddler child care spaces in areas of highest need, providing low-cost infant and toddler care spaces, supporting culturally appropriate care for Indigenous families, and facilitating other initiatives to help vulnerable families.
- Provincial Government – The Provincial government has historically played several roles with respect to child care including:
  - ◆ Developing legislation, policy, and regulations
  - ◆ Funding supportive programs and services (e.g., Child Care Resource and Referral programs, Supported Child Development program)



- ◆ Providing Major and Minor Capital Grants to eligible child care providers
- ◆ Providing fee subsidies and program supports for families with low incomes

In its 2018 Budget, under the umbrella of the *Child Care BC* initiative, the Provincial government announced over \$1 billion in new investments for child care and early learning over a three-year period. The funding constituted the single largest commitment to child care in BC history and is intended to set the foundation for universal child care in the province.

Highlights of *Child Care BC* are as follows:

- ◆ Assisting parents with fees – Under the new *Child Care Fee Reduction Initiative*, if a provider signs up for the program, parents are eligible for fee reductions of up to:
  - \$350/month for group infant/toddler care
  - \$200/month for family infant/toddler care
  - \$100/month for group care for children aged 3 to Kindergarten
  - \$60/month for family care for children aged 3 to Kindergarten.

Under the new *Affordable Child Care Benefit* (which replaces the former *Child Care Subsidy* program), additional affordability relief is available for families with annual incomes up to \$111,000. Through the Benefit, parent fees will be eliminated for most families earning less than \$45,000 annually with children in licensed child care aged under 3 years.

- ◆ Enhancing wages and education of BC's Early Childhood Education (ECE) professionals - Under the new *Recruitment and Retention Strategy*, ECE professionals will receive two wage lifts over the next two years (each at \$1 per hour, or approximately \$2,000 annually). They will also receive a range of enhanced education supports, including expanded bursaries, paid practicums, professional development opportunities and more spaces for post-secondary ECE training.
  - ◆ Funding establishment of additional spaces - Capital funding is being made available to support the creation of a total of 22,000 new licensed spaces (24,000 spaces with Federal funding) over the next three years. Priority is being placed on public partnerships (e.g., with school districts, local governments). Grants are also being offered to support child care planning processes at the community level. In addition, funding is being offered to assist with facility maintenance costs, move unlicensed spaces into the licensed sector, expand options for families working non-standard hours and increase resources for young parent programs and children with additional support needs.
- Local Government - Under Provincial legislation, local governments do not have a direct assigned role with respect to child care. Further, the Federation of Canadian Municipalities (FCM) has long contended that Canadian municipalities only receive eight cents of every tax

dollar collected in Canada.<sup>4</sup> As such, municipalities lack the mandate and resources of their senior government counterparts to address child care needs.

Municipalities are the level of government closest to the people, however, and they generally have the deepest understanding of local needs and circumstances. Municipalities can also play a vital role in facilitating establishment of quality child care in their communities. Examples of supportive actions taken by municipalities in BC include:

- ◆ Adopting municipal child care policies
- ◆ Convening child care planning tables
- ◆ Advocating to senior governments on local child care needs
- ◆ Undertaking child care needs assessments
- ◆ Providing grants to child care providers
- ◆ Amending zoning bylaws to facilitate development of child care spaces
- ◆ Making space available in municipal facilities, at nominal or below market rates, for the provision of child care
- ◆ Securing built child care spaces or cash in lieu from developers through the development approval process (e.g. by providing bonus density in exchange for child care contributions)
- ◆ Supporting a child care website or link with information targeted both to child care operators and interested parents.

It would be unrealistic to expect a small jurisdiction such as the Village of Pemberton to make the same level of contributions to child care as its larger municipal counterparts. Nonetheless, the Village has shown its support for child care through such actions as:

- ◆ Incorporating policies on community facilities, a healthy and diverse economy, and affordable housing in the Village of Pemberton Official Community Plan (OCP) which, while not directly addressing child care, are complementary to the proposals put forward in this document
- ◆ Establishing provisions for child care facilities in the Zoning Bylaw
- ◆ Providing permissive property tax exemptions for the Pemberton Children's Centre
- ◆ Assisting with the research and review of this Child Care Needs Assessment and Strategy.

Further, local governments can play an important role in providing recreation services which benefit families and complement the licensed child care systems. When work on this Child Care Needs Assessment and Strategy was initiated, the SLRD was responsible for delivering Pemberton's community recreation services (e.g., operation of the Pemberton and District Community Centre). As of June 1, 2019, the management of recreation service delivery will come under the auspices of the Village of Pemberton.

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<sup>4</sup> See, for example, the FCM report, *The State of Canada's Cities and Communities 2012*.

- Other – Several other parties are involved with the planning, development, support, and operation of the child care system. Examples include child care operators, health authorities, school districts, community service agencies, parents, and the broader community. Additional information on the key child care partners in Pemberton, and their respective roles, is presented in Section 9.0 of this report.

Before closing this discussion, it should be noted that, prior to completion of this Child Care Needs Assessment and Strategy, the Union of BC Municipalities was inviting applications for two programs: the *Community Child Care Space Creation Program* (funded through the Federal Government) and the *Community Child Care Planning Grant* program (funded through the Provincial Government). Unfortunately, the application deadline for both programs (January 18, 2019) has passed and details regarding further rounds of funding have not been announced. When such details become available, however, information from this document should provide child care stakeholders in Pemberton with solid backup in pursuing future funding opportunities.

### 3.0 Methodology

Preparation of the Pemberton Child Care Needs Assessment and Strategy benefited from coming on the heels of a similar project for the District of Squamish. Several of the same individuals and organizations were involved in both projects. And some key information for the Pemberton initiative had already been gathered for the work in Squamish.

The Pemberton Needs Assessment and Strategy is very much a “made for Pemberton” initiative. While some of the challenges identified for the two jurisdictions overlap (e.g., shortage of spaces, challenges with attracting and retaining qualified Early Childhood Education workers, affordability of care), the particulars differ. Further, the recommended strategies, presented in Section 8.0 of this report, reflect the distinct needs, circumstances, and capacities in Pemberton.

Work on the Pemberton project involved two key components: the Needs Assessment and the Strategy development.

- Needs Assessment- Information for the Needs Assessment was gathered from a variety of primary and secondary sources and utilized both quantitative and qualitative data. The primary data came from:
  - ◆ Consultation workshops – Two consultation workshops were held on November 26, 2018 in Pemberton. The first workshop was for child care providers (four attendees) and the second was for parents and the broader community (31 attendees). Both workshops followed a similar format, whereby participants were asked to identify the strengths, weaknesses, opportunities, threats, and suggestions for child care in Pemberton. All comments were recorded on flip charts, and participants were invited to identify their top three priorities for each category (i.e., a total of 15 dots for five categories each). Participants at both workshops were fully engaged and offered a breadth of valuable information and insights for the project.

- ◆ Community questionnaire – An online questionnaire was widely circulated throughout the community on November 28, 2018, with a submission deadline of December 10, 2018. The questionnaire sought information on the child care needs, situations, and concerns of respondents (primarily parents from the Village of Pemberton). A \$150 cash incentive prize was offered for completion of the survey. The questionnaire elicited 116 responses – a remarkable response rate, especially given the relatively small size of the Pemberton population and the short duration for which the survey was online.
- ◆ Key informant interviews – The consultants conducted several in-person and telephone interviews with key informants for the project (e.g., representatives from Sea to Sky Putting Children First, VOP, SLRD). The interviews helped clarify the context, issues, options, and other matters pertinent to the project and to child care in Pemberton.

Secondary data for the Needs Assessment came from the 2016 Census, child care licensing records, and assorted government and non-government documentation (e.g., VOP Official Community Plan). Examples of information gathered included:

- ◆ The child and family populations in the area;
  - ◆ Existing child care services and complementary children’s programs;
  - ◆ Other socio-economic and demographic information;
  - ◆ Child care plans, policies, and research from other jurisdictions.
- Strategy Development – The Strategy development flowed from the research for the Needs Assessment. The consultants considered the array of suggestions, opinions, and concerns regarding Pemberton’s child care situation identified through the workshops, questionnaires, and key informant interviews. The consultants also came up with additional options, based on the assessment of needs and research on “best practice” approaches used in other jurisdictions.

The consultants shared draft versions of the Needs Assessment and Strategy with representatives of the Sea to Sky Community Services, VOP, SLRD, and other selected stakeholders who will be directly affected by, or involved with, implementation of recommendations from this document. The consultants made revisions accordingly, reflecting the comments and suggestions received. The intent was to ensure that the information was accurate, stakeholders were comfortable with the roles proposed for them, and the recommendations were thorough, realistic, and appropriate for the Pemberton context.

## 4.0 Vision for Child Care in Pemberton

In developing a child care strategy, it is useful to have a vision – an aspirational statement of the desired end that the strategy should ideally help a community achieve. The statement should provide a high-level touchstone or reference point both for the strategy preparation and implementation process.

The following is a proposed Child Care Vision Statement for Pemberton:

Families in Pemberton will be able to obtain safe, high quality, and affordable child care services that meet the unique and changing needs of their children.

## 5.0 Guiding Principles and Assumptions

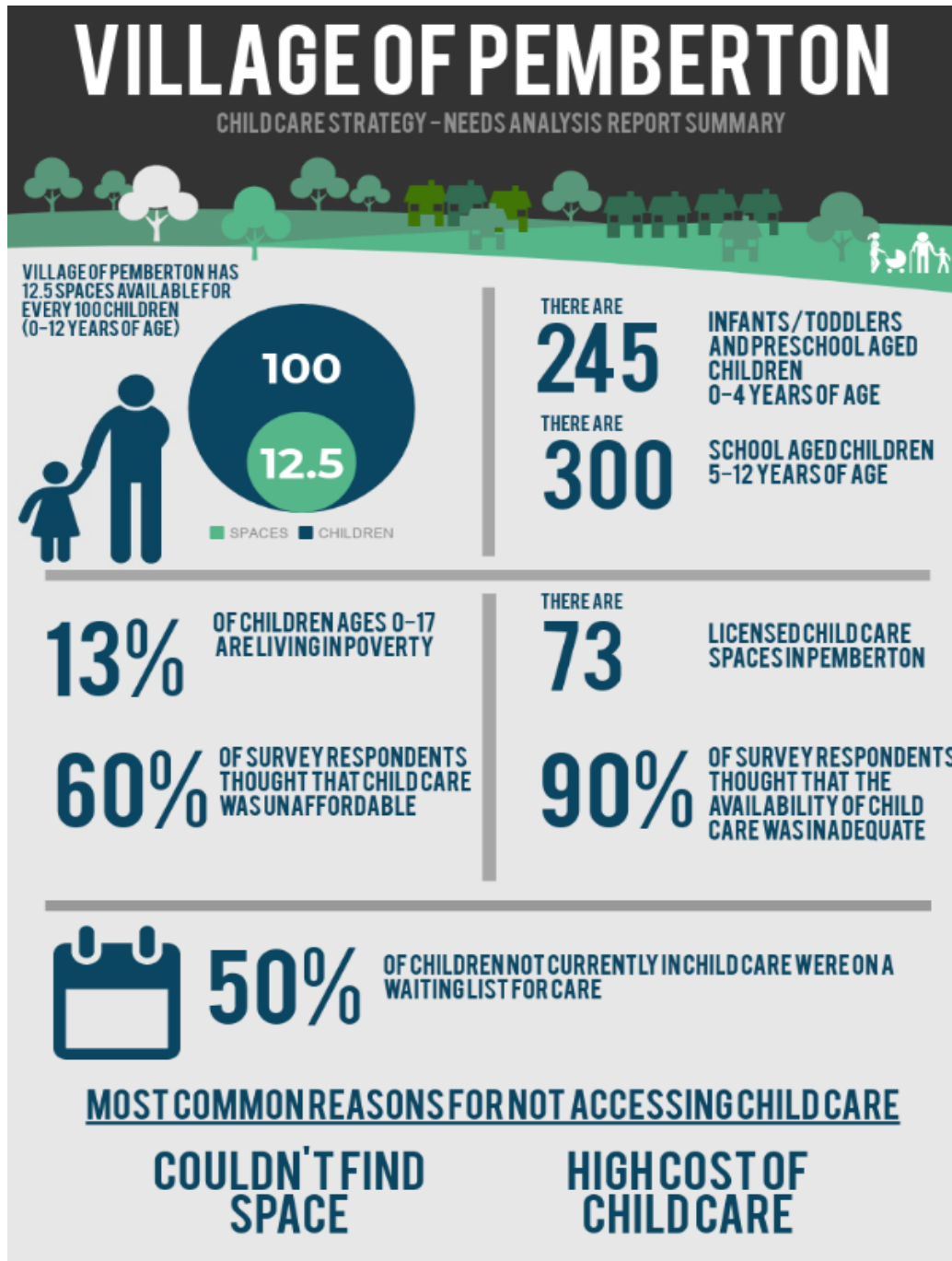
In addition to a vision statement, it is important to articulate the underlying principles and assumptions that guided preparation of the Needs Assessment and Strategy:

- a) Child care is an important community service, a key component of Pemberton's social infrastructure. It facilitates the healthy development of children, supports families, assists the businesses and the economy, and contributes to the overall quality of life of the community.
- b) No one jurisdiction or organization is responsible for child care. Therefore, partnerships and collaboration amongst many parties are essential if child care needs are to be successfully addressed (i.e., it takes a village . . .).
- c) The Child Care Strategy must be founded on solid research.
- d) The Strategy should be ambitious, but also practical, realistic, and within the means of the pertinent stakeholders to pursue.
- e) The Strategy should build on the community's strengths.
- f) The Strategy must be appropriate and responsive to the needs and circumstances of the local jurisdiction.
- g) The community and partners need to be meaningfully engaged and have a sense of shared ownership – both in the development and implementation of the Strategy.

## 6.0 Needs Assessment Summary

As noted, information for the Needs Assessment came from a variety of sources, both primary (e.g., workshops, questionnaires, interviews) and secondary (e.g., Census, Vancouver Coastal Health). A full version of the Needs Assessment, complete with supporting statistics and data, is provided as a background technical report for this document.

Pertinent highlights are summarized in the following infographic:



With respect to planning for the future, the workshops, questionnaires, and interviews for the project yielded important information on the key strengths, challenges, opportunities, and threats regarding Pemberton's child care situation. Highlights are as follows:

Strengths – The main strengths, or positive aspects with respect to child care in Pemberton are:

- Small close-knit community where people know each other and help one another out
- The availability of other recreational and cultural programming to complement licensed child care (e.g., Pemberton and District Community Centre, Pemberton and District Library, Whistler Blackcomb Ski School, One Mile Lake Nature Camp)
- Increased Provincial and Federal funding to assist with parent fees, establish additional child care spaces, and generally enhance the child care system
- Interest of Village of Pemberton, Squamish-Lillooet Regional District, and other parties regarding child care (e.g., funding for the Needs Assessment and Strategy)
- The quality of ECE workers at Pemberton child care facilities.

Challenges - The main challenges facing Pemberton's child care system are:

- An acute shortage of licensed child care spaces and associated long waitlists – especially for infants/toddlers and preschool age, and school age care
- Difficulties in attracting and retaining qualified ECE staff (due to low salaries and other factors)
- Insufficient local access to education and training for ECE staff
- Limited capacity for serving children with extra needs (e.g., shortage of funding, lack of specialized staff training and experience)
- Difficulties for parents in juggling child care and children's activities
- High cost of living in Pemberton – particularly for housing (affects families and ECE workers)
- Lack of child care options for parents who work irregular shifts (e.g., evenings, weekends)
- Affordability concerns re: fees for parents (despite new Provincial fee reduction initiatives)
- High cost of providing child care (i.e., most of budget goes to staff salaries)
- High cost of establishing new facilities

Opportunities – The main opportunities or things that can be built on concerning child care in Pemberton are:

- Continued funding and policy support for child care from the Village of Pemberton (e.g., permissive tax exemptions for the Pemberton Children's Centre, advocacy to senior governments re: child care needs)
- Availability of senior government funding to create new child care spaces
- Possible space at the community centre to use for licensed child care

- Possible collaboration with developers of multi-family housing projects (e.g., include space for child care operation or establish affordable housing units that could be occupied by ECE staff)
- Enhanced collaboration and partnership amongst child care providers and other supportive organizations (e.g., Village of Pemberton, Squamish-Lillooet Regional District, School District 48, Pemberton and District Public Library, Ski School)
- Encouragement of Pemberton residents to set up licensed family or registered license-not-required child care operations
- French school to be built (and potential for exploring inclusion of space for child care)
- Mobilization of the community to have a stronger collective voice re: child care and related matters.

Threats – The main threats to childcare in Pemberton are:

- Fast population growth making it difficult to meet child care demand, both now and in the future
- Lack of ECE staff (issues such as poor wages, not enough incentives, cost of living, staff burnout).
- Affordability of child care
- High cost of education for ECE staff
- High cost of living in Pemberton

Looking specifically at the questionnaire, 116 responses were elicited – a remarkable response rate given the relatively small size of Pemberton and the short duration for which the questionnaire was available. Respondents were asked questions on a variety of matters such as their household characteristics (e.g., incomes, household composition, mobility), their children, and their child care situations and needs (e.g., waiting lists for placement and extra support requirements for their children).

Selected highlights include:

- Just over half of the respondents had only one child (0-12 years old)
- Approximately seven in ten respondents had no other family members who provided regular care for their child
- Over seven in ten respondents needed full-day care (business hours) for their children, with large numbers of respondents also needing before and after school care
- The majority of respondents needed child care during weekdays
- Approximately three in five respondents thought that child care in Pemberton was unaffordable
- Approximately nine in ten respondents thought that the supply or availability of child care in Pemberton was inadequate
- Respondents wanted child care programs to be close to outdoor parks, recreation services, library services and close to home



- Most respondents worked in Pemberton or Whistler: approximately four in ten respondents worked in Pemberton, with roughly four in ten respondents working in Whistler
- Respondents used a range of methods to find child care, with friends/word of mouth being the most common method, followed by internet searches
- Over two-thirds of respondents had used childcare at some point; however, just over half of all children of respondents were currently using child care outside the home
- Monthly child care costs per child varied widely amongst respondents, with \$601-\$800/month being the most common range, followed closely by \$401-\$600/month and \$201-\$400/month
- For parents whose children were not in child care, the most common reason given by respondents was that they couldn't find a space for their child, followed by the high cost of child care
- Approximately half of the children not currently in child care were on a waiting list for care.

## 7.0 Child Care Space Targets

As noted in the foregoing section, a shortage of spaces is likely the most serious child care issue facing Pemberton. At present, there are an estimated 12.5 licensed child care spaces per 100 children aged 0 – 12 years in Pemberton. This ratio is well below the Provincial average of 18.4 spaces per 100 children aged 0 – 12 years.<sup>5</sup> It is also well below the ratio of 20 spaces for children aged 0 – 14 years in Squamish,<sup>6</sup> and lower than the ratio for the 0 – 12 year group for several Lower Mainland municipalities (e.g., City of North Vancouver [24.0: 100], the District of North Vancouver [27.1: 100] and West Vancouver [25.6: 100].<sup>7</sup>

Rather than merely stating the obvious that Pemberton has a serious shortage of child care options and desperately needs additional spaces, it is important to set targets - identifying the number and type of spaces needed in Pemberton over the next five years (i.e., 2019 - 2023). Targets are useful for providing direction and clarity for future planning efforts and for substantiating capital funding requests to senior governments. Targets also provide a benchmark against which efforts to achieve more spaces over the next five years can be measured.

Unfortunately, no pre-existing age-specific population projections were available for the target-setting exercise for Pemberton. The consultants thus came up with their own population estimates, using a hybrid approach which 1) used data from the Census and BC Stats (P.E.O.P.L.E. forecasts), 2) estimated

<sup>5</sup> *Early Education Care in Canada, 2016*. Child Care Canada, Child Care Resource and Research Unit. 2016.

<sup>6</sup> *Squamish Child Care Needs Assessment and Strategy, 2018 – 2023*. District of Squamish and Putting Children First. 2018. Note: the Squamish Strategy used a 0 – 14 year age cohort, rather than a 0 – 12 year cohort, for its space per child ratios.

<sup>7</sup> *A Municipal Survey of Child Care Spaces and Policies In Metro Vancouver*. Metro Vancouver Social Issues Subcommittee. 2015.

future growth based on various assumptions for both data sets, then 3) took an average of both.<sup>8</sup> The resultant estimates are presented in the table below:

<b>Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 – Average of P.E.O.P.L.E. Projection and Past Census Growth Methods</b>					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	152	160	5.3%	8
Preschool aged (3-4 years old)	100	105	117	12.0%	13
School aged (5-12 years old)	300	326	378	16.0%	52
Child (0-12 years old)	545	583	655	12.5%	73

It must be stressed that the methodology for the foregoing estimates is crude and more detailed analysis – possibly associated with an update of the Village of Pemberton Official Community Plan – would need to be conducted to produce projections that have greater reliability. The estimates and targets should thus be regarded as preliminary and illustrative only – subject to future verification and refinement.

Having established population estimates, three optional scenarios were considered for setting the targets:

- a) Status quo – Assumes a continuation of the current ratio for 12.5 licensed child care spaces for 100 children aged 0 – 12 years to 2023
- b) Modest – Assumes that the current ratio will increase by 50%, rising to 18.2 spaces per 100 children by 2023
- c) Ambitious – Assumes that the current ratio will increase by 100% to 25.0 spaces per 100 children by 2023.

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<sup>8</sup> Technical notes and additional details on the methodologies are included at the end of this section.

The table below identifies child care space targets under three scenarios:

<b>Pemberton Child Care Space Targets: 2018 - 2023</b>				
Space Target Scenario	Projected 0 – 12 Year Population for Pemberton for 2023 (Based on Average of P.E.O.P.L.E. Projection and Past Census Growth Methods)	Existing Number of Licensed Child Care Spaces in Pemberton (2018)	Total Licensed Child Care Spaces Required by 2023	Child Care Space Targets -Additional Licensed Child Care Spaces Required from 2018 to 2023 <sup>9</sup>
Status quo – 12.5 spaces per 100 children	655	73	82	9
Modest – 18.2 spaces per 100 children	655	73	119	46
Ambitious – 25.0 spaces per 100 children	655	73	164	91

As Pemberton currently faces a severe shortage of licensed child care spaces, it is believed that the Status Quo scenario for space targets should be rejected out of hand. An argument could be made for supporting the Ambitious scenario, as a 100% increase in the child care space/ child population ratio still yields a ratio lower than existing ratios for various Lower Mainland municipalities. While potentially desirable, the Ambitious target is not considered achievable and is thus not recommended. The Modest targets are considered to be the most reasonable to pursue (i.e., an increase of 46 licensed child care spaces over the next five years). Admittedly, a 50% increase in the ratio of spaces per child may not seem modest; however, it is still slightly below the Provincial ratio of 18.4 spaces per 100 children and is thus the recommended target.

<sup>9</sup> The space targets should be considered as interim only, which should be revised once more precise population projections are developed for Pemberton. Also, because of limitations in the methodology, it was considered prudent to set the targets for the 0 – 12 group as a whole rather than for finer age breakdowns. It is recommended that the targets be used as a guide for future planning, with decisions about more specific age breakdowns being made at the local level, with up to date local knowledge, when senior government funding is pursued.

Technical Notes on Methodology for Establishing Population Estimates

**Step 1:** Use the P.E.O.P.L.E forecast for the Howe Sound Local Health Area (LHA) and extrapolate the 2016-2023 growth rates by age group for the LHA to Pemberton's 2016 Census population by age group.

<b>Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 - P.E.O.P.L.E. Projection Method</b>					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	155	159	2.6%	4
Preschool aged (3-4 years old)	100	102	110	7.2%	7
School aged (5-12 years old)	300	319	334	4.7%	15
Child (0-12 years old)	545	577	603	4.6%	26

The advantage of this method is that it uses projections based on an actual cohort model developed by BC Stats, but its weakness is that the growth rates are dominated by the population dynamics of Squamish and Whistler instead of Pemberton. Given that Pemberton's total population grew by 5.8% between 2011 and 2016, compared with 13.7% for Squamish and 20.7% for Whistler (Population and Dwelling Count Highlight Tables, 2016 Census – Census subdivisions), this method has a potential for overestimating future demand for Pemberton.

**Step 2:** Calculate the annual growth rate by age group between the 2006 and 2016 Censuses for Pemberton (Village) and extrapolate these growth rates out until 2023.

<b>Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 - Past Census Growth Method</b>					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	150	162	8.0%	12
Preschool aged (3-4 years old)	100	107	124	16.7%	18
School aged (5-12 years old)	300	332	422	26.9%	89
Child (0-12 years old)	545	589	708	20.3%	119

This method has the advantage of being based on what has actually happened in Pemberton in the past (instead of relying on larger geographies dominated by Squamish and Whistler). Its weaknesses are that it does not respond to cohort changes and assumes that future growth in Pemberton will be the same in the future as in the past.

**Step 3:** Develop the projection figures to be used for this project, based on an average of figures from the P.E.O.P.L.E. Projection and Past Census Growth Methods.

<b>Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 – Average of P.E.O.P.L.E. Projection and Past Census Growth Methods</b>					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	152	160	5.3%	8
Preschool aged (3-4 years old)	100	105	117	12.0%	13
School aged (5-12 years old)	300	326	378	16.0%	52
Child (0-12 years old)	545	583	655	12.5%	73

Because of the dramatic differences in the five-year population growth figures between the other two projection methods (i.e., 26 additional children under one method and 119 additional children under the other), it seemed prudent to use the average method for purposes of this project. As noted, however, the methodology is crude and more detailed analysis – possibly associated with an update of the Village of Pemberton Official Community Plan – would need to be conducted to produce projections that have greater reliability.

## **8.0 Strategic Directions and Recommended Actions**

There are no magic bullets or simple solutions for responding to Pemberton’s existing or future child care needs. Rather, a variety of actions must be pursued, with each addressing a particular piece of the puzzle. Patience, determination, collective action, and commitment will be required. The work will be challenging – and successful results cannot be guaranteed for all efforts. A further challenge is that the local level of government in Pemberton lacks the capacity of its counterparts in larger jurisdictions to devote significant time or resources to child care matters. It is hoped, however, that the recommended strategies and directions presented below will help the pertinent stakeholders to address community child care needs in a more strategic and coordinated manner in the future.

Three Strategic Directions are proposed for addressing priority child care issues for Pemberton to 2023: enhancing availability and viability, improving access and coordination, and strengthening collaboration. Further background on each Strategic Direction is provided below, along with recommended actions, time frames, and potential partners for implementation.

### **Strategic Direction 1: Enhancing Availability and Viability**

The overarching child care issue facing Pemberton is a shortage of child care spaces. Long waiting lists exist for all child care operations in Pemberton and many parents are not even able to get on lists. Also, the number of spaces per child in Pemberton is well below the average for the province. Parents are concerned that the problem could get worse as the population of the Village continues to grow.

In addition to a shortage of spaces, several concerns exist regarding Early Childhood Education professionals – the people needed to staff the facilities. Key issues relate to low wages (despite recent wage enhancements from the Province), challenges in attracting and maintaining workers, and lack of localized or accessible training opportunities. Put simply, there will be no point building more child care facilities if ECE employees can’t be found to staff them.

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Endorse and commit to supporting the target of establishing an additional 46 licensed child space spaces for Pemberton by 2023 (i.e., increasing the licensed capacity from 73 to 119 spaces over the five-year horizon)	Short term/ ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• SLRD</li> </ul>
In partnership, apply for capital grants to fund establishment of required additional child care spaces in Pemberton (e.g., expansion of Pemberton Children’s Centre)	Short term/ ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• Pemberton Children’s Centre</li> <li>• Provincial Government</li> <li>• Union of BC Municipalities (UBCM)</li> </ul>
Review VOP plans, policies, and regulations to remove or reduce potential barriers for establishing child care facilities in Pemberton	Short term/ ongoing	<ul style="list-style-type: none"> <li>• VOP</li> </ul>
Continue to offer grants, permissive property tax exemptions, and other appropriate support to help in addressing child care needs in Pemberton	Short term, ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• PVUS Committee</li> </ul>
<p>Include specific provisions for child care in the next update of the Village of Pemberton’s Official Community Plan (OCP) such as:</p> <ul style="list-style-type: none"> <li>• Articulating the importance of child care to the social infrastructure of Pemberton</li> <li>• Identifying child care as a community amenity that could be pursued through density bonusing</li> <li>• Identifying child care as use for consideration in future plans for community facilities</li> <li>• Acknowledging the roles that the VOP plays in facilitating development of child care in Pemberton (e.g., provision of permissive property tax exemptions for non-profit child care operators)</li> </ul>	Medium term	<ul style="list-style-type: none"> <li>• VOP</li> </ul>

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Consult with School District #48 regarding future opportunities, potential collaboration, and planning parameters for establishing child care facilities on school grounds (particularly out of school care operations)	Short term	<ul style="list-style-type: none"> <li>• School District #48</li> <li>• VOP</li> <li>• Local Member of Legislature (MLA)</li> <li>• Ministry of Education</li> </ul>
Update the Community Services Master Plan, exploring opportunities to include child care spaces in future recreation or park developments <sup>10</sup>	Medium term/ ongoing	<ul style="list-style-type: none"> <li>• VOP</li> </ul>
Recognizing that community centre recreation programs, library programs, and other recreation and cultural programs provide a valuable complement to licensed child care services and help bridge child care needs for families, request that the providers of those programs liaise with child care operators on service and program planning for children (e.g., regarding opportunities for collaboration, schedules for summer and after school programming)	Short term/ ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• Pemberton &amp; District Public Library</li> <li>• Child care providers</li> </ul>
Explore opportunities for targeting a share of affordable rental housing units secured through VOP Affordable Housing Strategies to benefit ECE workers	Short term/ ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• Developers</li> <li>• Child Care Resource and Referral</li> <li>• Child care providers</li> </ul>
Explore incentives to encourage people to set up home-based (family child care and license-not-required) child care facilities in Pemberton	Short term	<ul style="list-style-type: none"> <li>• Sea to Sky Community Services Society</li> <li>• Child Care Resource and Referral</li> </ul>

<sup>10</sup> As noted, when this study was initiated, the SLRD was responsible for delivering recreation services for Pemberton. The VOP will assume responsibility for recreation service delivery for the Village as of June 1, 2019. The VOP is thus cited as the responsible partner for recommended actions involving community recreation in this document.



Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Explore opportunities for making ECE training more accessible, affordable, and enticing for child care workers in Pemberton (e.g., courses delivered in Pemberton, enhanced online or video conferencing options)	Short term	<ul style="list-style-type: none"> <li>• Child care providers</li> <li>• Child Care Resource and Referral</li> <li>• Capilano University/ Ts'zil</li> <li>• Lil'wat Nation</li> <li>• Other institutions that offer ECE training</li> </ul>

## Strategic Direction 2: Improving Accessibility and Inclusion

In addition to measures aimed at increasing the supply or viability of spaces, it is also important to reduce barriers to access of child care. The Province has done much to improve affordability and accessibility through its *Child Care BC* initiative. Through the community questionnaire, and consultations with care providers and parents, however, it is clear that concerns persist in Pemberton (e.g., cost of care, lack of services for children with extra needs).

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Offer assistance to Child Care Resource & Referral in advocating for enhanced resources to reduce waiting lists and improve services for children with extra support needs	Short term	<ul style="list-style-type: none"> <li>• Sea to Sky Community Services Society (Supported Child Development Program)</li> <li>• VOP</li> <li>• Provincial Advisory Group for Supported Child Development</li> </ul>

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Develop and maintain a one-stop online information resource aimed at helping parents understand the options and make informed decisions about child care and related services for their children, linking local information with that available province-wide (e.g., <a href="https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children">https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children</a> )	Medium term/ongoing	<ul style="list-style-type: none"> <li>• Sea to Sky Community Services</li> <li>• Pemberton &amp; District Public Library</li> <li>• Child Care providers</li> </ul>
Request School Districts #48 and #93 to explore the possibility of establishing consistent closing times amongst public schools to better coincide with the schedules of recreation centre, library, and other after school programming for children	Short term	<ul style="list-style-type: none"> <li>• VOP</li> <li>• Sea to Sky Community Services</li> <li>• Child care providers</li> <li>• School District #48</li> <li>• School District #93</li> </ul>
Explore options for encouraging, supporting, and promoting community-based approaches, outside the regulated child care system, to assist families with child care needs (e.g., families helping families approaches - a complement to, not a replacement of, licensed child care)	Medium term	<ul style="list-style-type: none"> <li>• Child care providers</li> <li>• Child Care Resource and Referral</li> </ul>
Examine the viability and feasibility of establishing short-term, drop-in, and extended hour (evening and weekend) child care services in Pemberton	Medium term	<ul style="list-style-type: none"> <li>• Child care providers</li> <li>• Child Care Resource and Referral</li> </ul>
Explore opportunities for establishing inter-generational programs, whereby seniors interact with children from child care and recreation programs	Medium term	<ul style="list-style-type: none"> <li>• VOP</li> <li>• Child care providers</li> <li>• Child Care Resource and Referral</li> </ul>

### Strategic Direction 3: Strengthening Collaboration

As noted, no one organization or jurisdiction is responsible for child care. Indeed, the theme of this Needs Assessment and Strategy is that it takes a village to raise a child. To effect required change, a coordinated approach, involving a variety of partners, is required.

Child care providers, parents, and others consulted for this project indicated that a key strength of Pemberton is that it is a small close-knit community where people know and support one another, and agencies have a history of positive collaboration. It will be important to build on this identified strength in future efforts to affect change and address child care needs in Pemberton.

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
<p>Establish a Pemberton Child Care Steering Committee with a mandate to:</p> <ul style="list-style-type: none"> <li>• coordinate implementation of the recommendations from this document</li> <li>• exchange information</li> <li>• collaborate on joint initiatives</li> <li>• monitor changing needs and issues regarding child care in Pemberton</li> <li>• prepare annual reports on progress made in advancing the recommendations from this document</li> <li>• In the 2022 annual progress report provide recommendations on initiation of a follow up Child Care Needs Assessment and Strategy for 2024 – 2028.</li> <li>• pursue other activities considered appropriate for improving the child care situation in Pemberton</li> </ul>	<p>Short term, ongoing</p>	<ul style="list-style-type: none"> <li>• Sea to Sky Community Services</li> <li>• VOP</li> <li>• Pemberton &amp; District Public Library</li> <li>• School District #48</li> <li>• School District #93</li> <li>• Vancouver Coastal Health</li> <li>• Ministry of Children and Family Development</li> <li>• Pemberton Child Care Society</li> </ul>

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Liaise with senior levels of government on potential partnerships and funding opportunities for enhancing child care services in Pemberton (e.g., through developing or improving facilities, providing equipment or resources, augmenting programs)	Short term, ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• Sea to Sky Community Services</li> <li>• Local Member of Parliament (MP) and Member of Legislature (MLA)</li> <li>• Ministry of Children and Family Development (MCFD)</li> </ul>
<p>Advocate to the Federal and Provincial Governments on priority child care issues facing Pemberton, such as</p> <ul style="list-style-type: none"> <li>• Provisions to support the recruitment, retention, and training of child care workers, including wage enhancement initiatives and improved local training opportunities</li> <li>• Capital funding for establishment of new or expanded child care facilities</li> <li>• Operational funding to support further research on child care solutions for Pemberton as well as implementation of recommendations from this document</li> <li>• Enhancements to the Supported Child Development Program</li> </ul>	Short term, ongoing	<ul style="list-style-type: none"> <li>• VOP</li> <li>• SLRD</li> <li>• Local MP and MLA</li> <li>• Sea to Sky Community Services Society</li> <li>• Child Care Resource and Referral</li> <li>• Provincial Advisory Group for Supported Child Development</li> </ul>

## 9.0 Partnership and Collaboration

The foregoing section identified potential partners to collaborate on the recommended actions for addressing Pemberton’s child care needs. Also, Section 2.2 of this report provided a high-level overview of key roles various jurisdictions and organizations play with respect to child care in BC.

The following is a list of key groups and organizations having a stake or interest in child care in Pemberton, along with the types of roles they can play:

- Village of Pemberton (VOP): Advocate to senior governments, regulate land use, establish supportive policies in the Official Community Plan
- Squamish-Lillooet Regional District (SLRD): Receive information, provide appropriate support (e.g., through role on PVUS Committee)
- Pemberton Valley Utilities and Services (PVUS) Committee: Allocate community grant funding (including funding for this Needs Assessment and Strategy), support child care advocacy efforts, serve as conduit to the SLRD on Pemberton child care needs
- School Districts #48 (SD48) and #93 (L'école La Vallée): Share information, pursue joint planning and service delivery opportunities including space sharing and/or siting child care facilities on school property
- Lil'wat Nation – Share information, pursue joint planning and service delivery opportunities, collaborate on ECE training opportunities
- Community agencies and services (e.g., Sea to Sky Community Services Society, Child Care Resource and Referral, Supported Child Development Program, Pemberton and District Community Centre, Pemberton and District Public Library): Share information, co-develop policies and strategies that are supportive of child care, submit joint proposals for child care funding, explore space-sharing opportunities for child care
- Child care providers: Share information, co-develop policies and strategies that support child care providers
- Individual practitioners (e.g., behaviour consultants, speech and language therapists, occupational therapists, physiotherapists): Share information, explore opportunities for collaboration on child care services
- Vancouver Coastal Health (VCH): Share information, administer licensing requirements, inform child care policy development for the VOP
- Provincial Advisory Group for Supported Child Development: Share information, advocate for additional funding and staffing supports for children with additional support needs, inform VOP on child care policy development
- Growing Great Children – Sponsoring community-based initiatives targeted to Pemberton families with children aged from 0 – 6 years
- Parents/caregivers: Share information, inform child care policy development for Pemberton
- Developers: Explore opportunities for collaboration on, and possible incentives for, establishing space for child care in new developments
- The local business community and Pemberton & District Chamber of Commerce: Share information, understand and support child care needs of employees, lend support to funding requests and advocacy to address local child care needs
- Local MLA and MP: Share information, advocate to senior government on local child care needs and issues

- Senior governments (Federal and Provincial): Develop and enact child care policies, assist families with child care needs, subsidize people pursuing ECE education, provide stable and reliable funding for a comprehensive child care system in Pemberton (i.e., through enhancing wages for ECE workforce, capital grants for child care facilities).

## 10.0 Monitoring and Implementation

To effectively advance the actions recommended in this document, it is essential that a coordinated approach be taken. Without such coordination, actions could be piecemeal and fragmented, and this document could run the risk of just being another study gathering dust on a shelf.

As indicated in Section 8.0, it is recommended that a Pemberton Child Care Steering Committee be established with a mandate to:

- Coordinate implementation of the recommendations from this document
- Exchange information
- Collaborate on joint initiatives
- Monitor changing needs and issues regarding child care in Pemberton
- Prepare annual reports on progress made in implementation of recommendations from this document, as well as any adjustments required to advance child care needs in Pemberton (reports to be shared with the VOP, PVUS Committee, and other key stakeholders)
- In the 2022 annual report, provide recommendations on initiation of a follow up Child Care Needs Assessment and Strategy for 2024 – 2028
- Pursue other activities considered appropriate for improving the child care situation in Pemberton.

Proposed members of the Steering Committee include:

- VOP
- SLRD
- Sea to Sky Community Services
- Pemberton & District Public Library
- School District #48
- School District #93
- Vancouver Coastal Health
- Ministry of Children and Family Development
- Growing Great Children.

Early establishment of the Steering Committee is considered essential, given the magnitude and urgency of child care challenges to be addressed for Pemberton. Early establishment is considered all the more important given that funding for Putting Children’s First Initiative (PCFI) is scheduled to end in March 2019. PCFI could not have been expected to take on the tasks of the proposed Pemberton-specific

Steering Committee; however, it played a valuable role with respect to information sharing, joint planning and coordination of efforts in the Sea to Sky corridor. It is hoped that another region-wide entity will be established to replace the PCFI and support the efforts of the Pemberton Steering Committee in advancing this Strategy.

To conclude, this document was intended to:

- 1) Provide guidance to the VOP, SLRD, Sea to Sky Community Services Society, and other interested parties [e.g., Squamish-Lillooet Regional District (SLRD), child care providers, community agencies] in addressing child care needs in Pemberton to 2023;
- 2) Identify a vision, strategic priorities, and space targets for child care in Pemberton
- 3) Propose a framework for implementation of the recommendations contained herein.

This document followed on and benefited from work on a similar child care project for the District of Squamish; however, its findings and recommendations are very much unique to Pemberton. The recommendations respond in a strategic manner to Pemberton-specific needs, while also respecting the capacities and resources of the various stakeholders involved..

Advancing the recommendations in this document will be challenging. It is believed, however, that with the concerted and coordinated efforts of the community and local government partners, positive headway should be made to improve the child care situation for Pemberton over the next five years.

**Date:** June 25, 2019

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Lisa Pedrini, Manager of Development Services  
Cameron Chalmers, Contract Planner

**Subject:** Major Development Permit No. 081 (DP081)  
Mount Currie View Mobile Home Park - 7370 Highway 99

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### **PURPOSE**

The purpose of this report is to present to Council, for their consideration, a Major Development Permit Application for the addition and servicing of new mobile home pads at the Mount Currie View Mobile Home Park. The property is designated as a Development Permit Area (DPA) for Form and Character in the DPA No. 7, Gateway Development, as per the Village's Official Community Plan (OCP) Bylaw 654, 2011.

### **BACKGROUND**

On April 24, 2015 the Village received a Minor Development Permit (DP) Application for landscaping improvements at the entrance to the mobile home park from the owner Derek Lee, Pemberton Mobile Home Park Ltd. The application was referred internally and to the Village's Advisory Design Review Commission (ADRC) in August of 2016. Following the initial ADRC review, the Village informed the owners that the Minor DP was not approved by the Manager of Operations and Development Services at the time, and recommended that the applicant contact Staff in order to determine a better way to bring forward an improved landscape plan, including the suggestion that the applicant contact a registered Landscape Architect to develop and design the landscaping plan and to include a proposal for irrigation.

On September 13, 2017 the Village received a Major Development Permit Application from Peter Annable, Agent on behalf of the owners, Pemberton Mobile Home Park Ltd., with respect to the addition and servicing of eighteen (18) new mobile home pads within Mount Currie View Mobile Home Park. The application noted that once complete, the pads would serve as an affordable alternative to single family housing as the monthly fees are relatively low (\$400 - \$500).

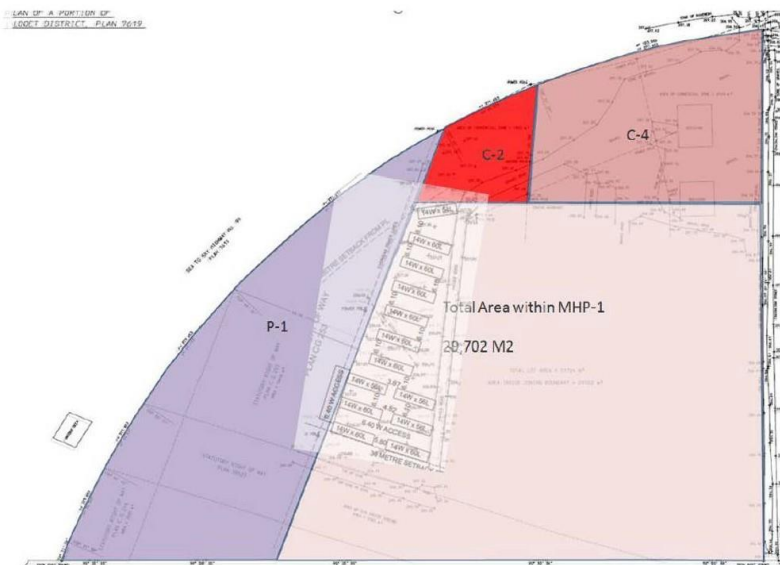
Staff were supportive of the application; the Village's Official Community Plan supports a variety of affordable ownership housing options for young families, first time home purchasers, retirees and seniors, and eludes to the importance of retaining the mobile home park as a viable source of attainable, affordable housing. However, due to parking, road configuration and other deficiencies in the original application, Staff recommended the applicants reduce the number of pads to thirteen (13) and re-submit a revised site plan that met the Village's parking, servicing and engineering requirements. Several iterations have since been received and reviewed by the Village with the intent of bringing forth a satisfactory application for review by Council.



## **DISCUSSION & COMMENTS**

### **Development Proposal**

- a) **Location:** The subject property is legally described as Lot 8, DL 203, Plan 7619, and is located at 7370 Highway 99. The site measures 4,935 m<sup>2</sup> (53,121 sq. ft.) in area and includes the Mount Currie View Mobile Home Park, Silvhorn Automotive and the BC Hydro right of way. A Location Map of the subject property is attached as **Appendix A**.
- b) **Zoning:** The property is split-zoned MHP-1 (Residential Manufactured Home Park), C-2 (Tourist Commercial), C-4 (Service Commercial) and P-1 (Public). There are existing tourism commercial and multi-family residential developments nearby.



**Figure 1: Property Zoning**

- c) **Development:** The proposal is to add thirteen (13) additional mobile home pads to the existing mobile home park.
- d) **Site Plan:** The Site Plan shown below indicates the location of the proposed pads on the site and the proposed infill landscaping buffer. The pad spacing is consistent with the existing mobile home park configuration. The Site Plan indicates the location of twenty-six parking spaces located both within the portion of the lot zoned MHP-1 and P-1 portion (under the BC Hydro Lines).



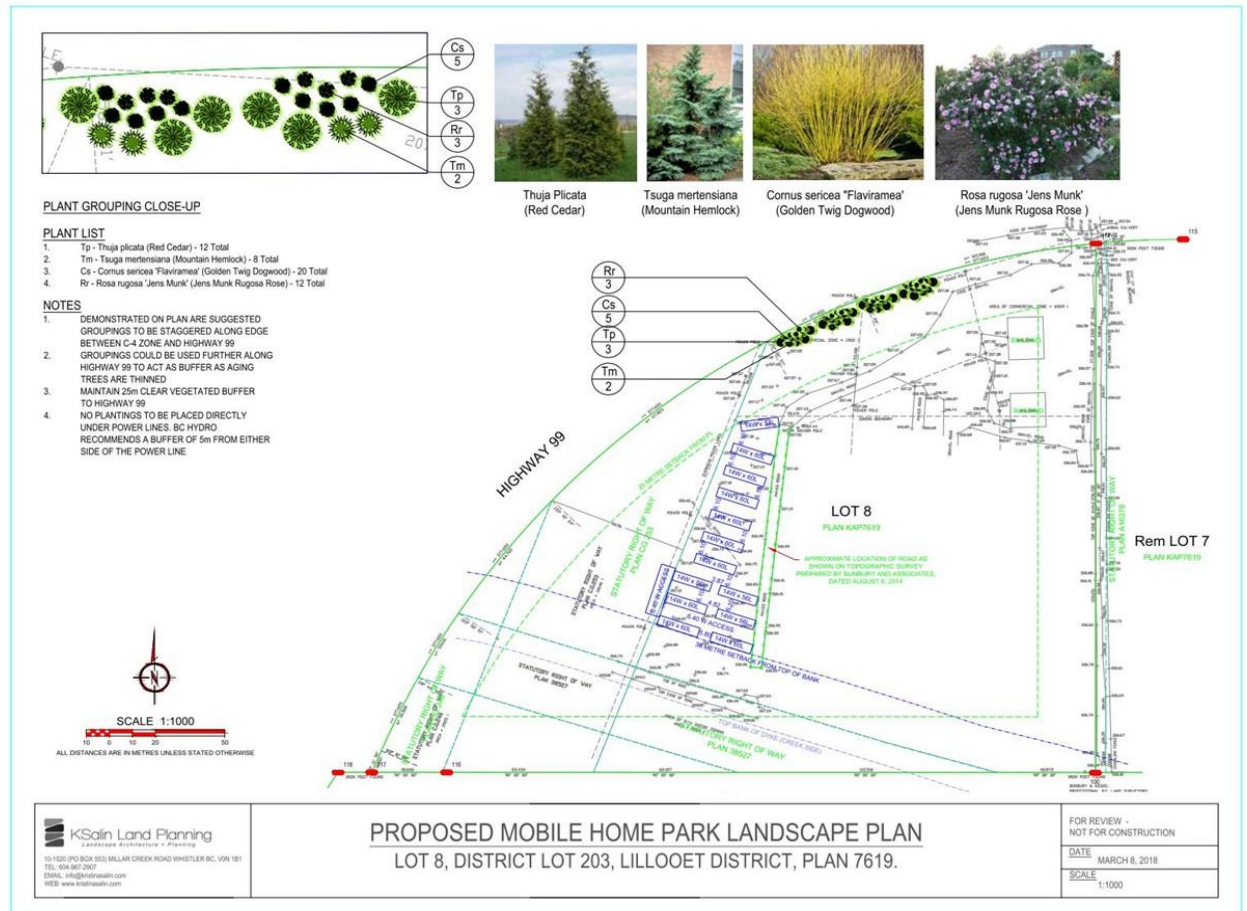
**Figure 2: Site Plan**

- e) **Built Character:** The additional pads will be consistent in layout to the existing mobile home park pads. However, the placement of new mobile homes on the land will have to abide by the Flood Construction Level as per a covenant on Title, which results in the new homes being raised approximately five (5) feet above the original mobile homes. [Currently, there are three (3) new mobile homes that sit at this new level; and eventually, as old models are removed and replaced, all homes in this area will sit at the same level.]



- f) **Streetscape Improvements and Landscaping:** A revised landscaping plan has been submitted based on the ADRC's recommendation that features groupings of landscape materials that meet both the BC Hydro planning and Village of Pemberton Landscape Plan List Guidelines.

The groupings are intended to infill the entrance area from Highway 99 and to infill as required when thinning is necessary due of the age of the current landscape buffer along Highway 99. The proposed landscaping plan is shown below.



**Figure 3: Landscaping Plan**

- g) **Circulation and Parking:** Vehicular access to the site will be from Highway 99 and the existing asphalt road through the site. A minimum of two (2) spaces per unit is provided for a total of twenty-six new parking spaces. As part of the Parking Plan, the land owners were given BC Hydro Right of Way approval to use of a portion of the right of Way to access and park up to six (6) vehicles maximum. The BC Hydro approval is attached as **Appendix B**.
- h) **Water and Sanitary Sewer Servicing:** The development will be serviced by municipal water, sewer and storm and can be accommodated.
- i) **Geotechnical / Flood Construction Level:** The site is subject to periodic flooding and all habitable spaces are required to be constructed above the two hundred (200) year flood construction level.

### Compliance with OCP and Zoning

*Land Use:* The subject land is currently designated “Gateway” in the OCP. Residential uses are provided for in the “Gateway” Land Use Designation.

*Zoning:* The subject property is zoned MHP-1 (Residential Mobile Home Park - 1) as per Zoning Bylaw No. 832, 2018. The following is an assessment of the proposal in the context of the Zoning Bylaw requirements:

- a) Mobile Home Park is a **permitted land use** in the MHP-1 zone.
- b) The **maximum height** of 7.6 m accommodates the height of any new one (1) storey manufactured homes raised to meet the required flood construction level.
- c) The placement of the buildings would comply with the front, rear, north interior and south interior **lot line setback** requirements.
- d) The buildings cover 17.1% of the lot and therefore would comply with the 40% **maximum lot coverage** requirement.
- e) The proposal is below the **maximum number** of twenty mobile home pads per hectare and the proposed size of the new pads fits with the minimum floor area of 29 m<sup>2</sup> and maximum floor area of 325 m<sup>2</sup>.
- f) Based upon the requirement of two (2) **off-street parking spaces** per each mobile home residential unit, twenty-six parking spaces have been provided.

### Compliance with Mobile Home Parks Bylaw 112, 1976

The previous Village of Pemberton Zoning Bylaw 466, 2001 (which was in place when the application was submitted) Section 305.1 a) notes, *‘Notwithstanding any other provisions contained within this Bylaw, every use of land and every building or structure permitted with the MHP-1 zone shall conform with the regulations of the Village of Pemberton Mobile Home Parks Bylaw.*

The Village of Pemberton Mobile Home Parks Bylaw No. 112, 1976 Section 4.01 further necessitates an uninterrupted vegetative buffer of twenty-five (25) feet in depth within the boundaries of the mobile home park. The spacing between units complies with the twenty (20) feet minimum as set out in section 5.01 (b) of Bylaw No. 112, 1976.

In addition, Section 5.02 of the Bylaw outlines one (1) parking space requirement provided near each mobile home pad with the additional requirement of one (1) space per every four (4) mobile homes. However, the off-street parking requirements noted in the Zoning Bylaw supersede this ratio; therefore, the proposed parking allocation of twenty-six is supported.

### Compliance with Development Permit Guidelines

The subject property is situated within Development Permit Area (DPA) No. 7 – Gateway Development. The Village established DPA No.7 in an effort to fulfill the following:

- Create a strong sense of arrival to the Pemberton Community through natural, landscaped and built gateway elements;
- Provide visual and physical cohesiveness that draws interest to the community;
- Present services and accommodations targeted to the travelling public that creates an attractive community identity and character.

Section 7.4.5.2 (b) of the OCP outlines the Guidelines for siting in the DPA No. 7. The development should be visible yet attractive from the highway; outdoor storage should not be visible from neighbouring properties, Highway 99 or other public roads.

Section 7.4.5.2 (c) of the OCP then outlines the guidelines for landscaping in the DP No. 7. The proposed development is to be landscaped appropriately to ameliorate and provide an attractive entry into the Village from Highway 99 and other public roads. According to the OCP, this can be achieved through the following:

- Incorporate landscaped areas within parking lots to break up large paved areas. The landscaping can also be used in the winter for snow storage areas;
- Provide a landscaped buffer between land uses;
- Limit the use of fencing when not visible to public streets. Chain link fencing is not recommended;
- Provide irrigation for all landscaped yards and open areas (excluding areas undisturbed in their natural state).

The following table summarizes Staff’s review of the application against the applicable DPA guidelines:

<b>Guidelines: 7.4.5.2 (a)</b>	<b>Comments</b>
Open Space: Incorporate Open Space for the purposes of outdoor seating, socializing and passive recreation of residents	The current plan does not incorporate any new planned open space for the recreation of residents, however only 17.1% of the site will be covered by development, leaving a considerable amount of open space for communal recreation.
Open areas provide a vegetated buffer between the highway and other land uses as well as sound attenuation	The proposal maintains a densely planted landscape buffer to help reduce noise and soften visual impact of land use adjacent to Highway 99

<p><b><u>Guidelines: 7.4.5.2 (b)</u></b>          Siting: the development should be visible yet attractive from the highway; outdoor storage should not be visible from neighbouring properties, Highway 99 or other public roads</p>	<p>The development is located beyond the 25 metres setback from the property boundary and views of the development will be possible yet obscured by the planting buffer along Highway 99.</p>
<p><b><u>Guidelines: 7.4.5.2 (c)</u></b>          Landscaping: the development shall be landscaped as to provide an attractive entry form Hwy 99 and other public roads          Landscaping incorporated within parking lots to break up large paved areas/double as winter snow storage areas          A landscaped buffer is provided between land uses          The use of fencing is limited when not visible from public streets/chain link fence is not recommended          Irrigation is provided to all landscaped yards and open spaces (excluding undisturbed areas in their natural state)</p>	<p>The landscape buffer will be augmented with attractive plant material which will help to soften the visual impact of this land use along Highway 99.</p> <p>The landscape buffer is intended to obscure views to the development.</p> <p>Fencing is not proposed for this plan.</p> <p>An automated irrigation system will need to be installed for landscape improvements (plantings and trees) as a condition of DP to ensure that the landscaping is maintained.</p>
<p><b><u>Guidelines: 7.4.5.2 (d)</u></b>          Circulation and Parking: vehicular circulation, parking and servicing is an important consideration in the functioning and accessibility of the development:</p> <p>Access to service bays, loading docks and garbage/recycling dumpsters should not be directly visible from public view          Parking areas in the front yard setback are enhanced with landscaping</p> <p>Short term parking and unloading areas are provided for accommodation uses          Parking areas are screened with landscaping and buildings</p>	<p>There are no proposed loading docks or service bays.</p> <p>There are no parking areas in the front yard setback.</p> <p>The proposed parking spaces to accompany each mobile home are not screened with landscaping, but are screened by the structures. Similarly, each unit's garbage and recycling will be screened from the Highway by the units.</p>

Staff has considered the proposed development permit application and landscaping improvements to the property, and recommends support for the development permit subject to:

- The provision of a cost estimate of landscaping works and a security deposit (in the form of an Irrevocable Letter of Credit or equivalent in an amount equal to 120% of the cost estimate) to complete the works. The landscaping plan should conform to the Village's Landscape Plant List (January, 2011) and Fire Smart principles;
- The installation of an automatic irrigation system for the planting buffer.

Satisfying the landscaping requirements will be listed as a condition of final Development Permit issuance.

### **REFERRAL COMMENTS**

#### **1) Engineering and Public Works**

The Village's Engineering Consultant (ISL) reviewed the initial proposal noting many concerns with circulation, road standards, and a lack of overall compliance with the Village's Subdivision and Servicing Bylaw.

Creus was retained by the Applicants, and submitted a plan dated April 17, 2019 (attached as **Appendix C**). This submission was reviewed by ISL who has made additional recommendations with respect to road widths, water and sanitary sewer upgrades in their letter, dated May 23, 2019, which is attached as **Appendix D**. Satisfying these requirements shall be listed as a condition of final Development Permit issuance.

#### **2) Fire Chief**

The Fire Chief reviewed the submission and in an email, dated June 19, 2018, noted the following concerns:

- The location of the fire hydrant: An additional hydrant needs to be added in a more centrally accessible location.
- As per the 2003 International Fire Code, Section 503.2.4, fire lanes and turn arounds need to meet 'Approved Fire Apparatus Turnaround Minimum Dimensions (attached as **Appendix E**).
- There needs to be an emergency access road out of the area. The plans submitted



have right-of-way access for parking; however, a right of way access for emergency use only should also be put in place, i.e. a road that runs from the parking in the new area out of the Mobile Home Park.

Satisfying the Fire Chief's comments shall be listed as a condition of final Development Permit issuance.

### 3) Ministry of Transportation and Infrastructure (MOTI)

In an email, dated June 12, 2018, MOTI offered the following comments:

- The addition of 13 mobile home units would have minimal traffic impacts. Pedestrian movement should be considered. The speed limit in this area is 60 km/h. The proposed landscape should not be an issue as it will be located on private property without impacting clear zone or sightlines. It is not clear from the submission whether there would be any utility impacts to highway right-of-way.
- Pedestrian movements off-site should be considered – speed limits in this area are 60 km/hr.

### 4) Advisory Design Review Commission (ADRC)

At their meeting held May 10, 2018, Staff presented the Mount Currie View Mobile Home Park DP application to the ADRC providing background on the minor DP plans previously submitted by the applicants and noted that the installation of more mobile home pads now necessitated the requirement for a Major Development Permit. Peter Annable, Agent for the application was present to answer questions.

Upon review of the proposal, the ADRC passed the following resolution:

*Moved/Seconded*

**THAT** the Advisory Design Review Commission recommends to Council to support the Major Development Permit - DPA081 Mount Currie View Mobile Home Park, subject to the following conditions:

- *That irrigation be provided;*
- *That the road access to the new pads be paved;*
- *That the parking plan meets the Village requirements to the satisfaction of staff;*
- *That vehicular access to the new pads be clarified.*

**CARRIED**

Minutes from this meeting are attached as **Appendix F**.

As a result of the Referral Comments received, the applicants submitted a revised Engineered Circulation and Parking Plan in the spring of 2019, which has been reviewed by Staff and the Village's Contract Engineer. Staff recommends issuance of the Development Permit on the condition that the requirements outlined in the ISL letter are addressed to the satisfaction of the Village's Engineer.



## **COMMUNICATIONS**

Development Permit applicants must provide notice of the proposed development through signage on the site. Signage was installed and has been in place since 2018 and located at the entrance to the Mobile Home Park.

## **LEGAL CONSIDERATIONS**

The processing of a Development Permit application is regulated by Sections 490 – 491 contained in Part 13 of the *Local Government Act RS2015 (LGA)* and by the Village's *Development Procedures Bylaw 725, 2013*, as amended from time to time.

Development Permits are issued by resolution of Council as per the *Local Government Act*.

## **IMPACT ON BUDGET & STAFFING**

All costs associated with the processing of this application, including Staff and Contractor's time, are recoverable from the applicant's fees as per the Village of Pemberton *Development Procedures Bylaw 725, 2013*, as amended from time to time.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Development Services Department.

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

A review of this application has a positive impact on the neighbouring jurisdictions of Area C and the Lil'wat Nation, if it results in an increase of additional attainable, affordable housing options.

## **ALTERNATIVE OPTIONS**

Alternative Options for consideration are as follows:

**Option One:** Council approves the Development Permit application, subject to the stated conditions.

*This is the preferred option.*

**Option Two:** Council approves the Development Permit subject to other conditions.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Review and consideration of the Mount Currie View Mobile Home Park Development Permit Application meets with:

**Strategic Priority No. Three:** Excellence in Service through the continuation of delivering quality municipal services by processing development applications efficiently.

**RECOMMENDATIONS**

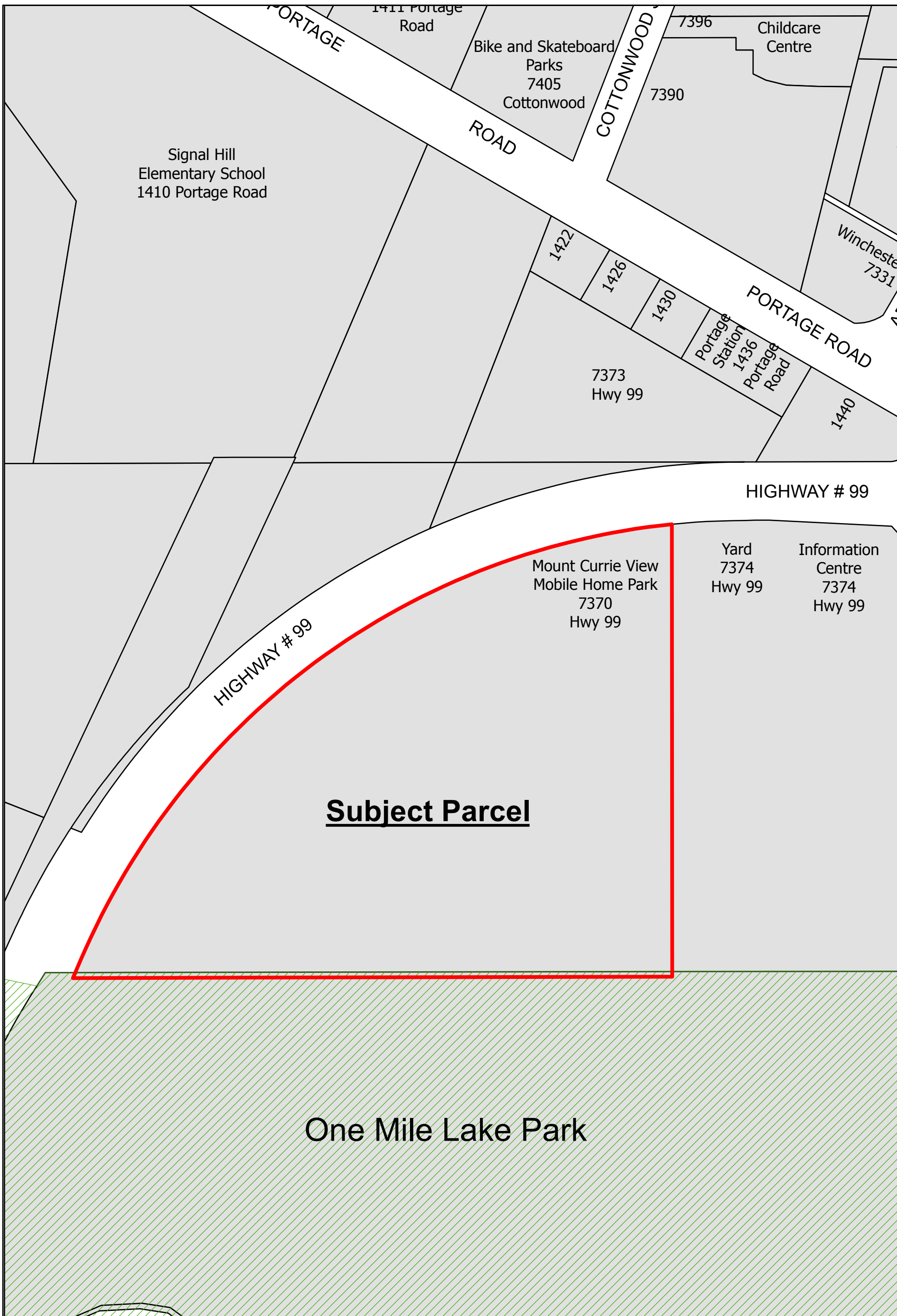
**THAT** the Development Permit No. 081 - Mount Currie View Mobile Home Park (Appendix G) be authorized for issuance subject to the following conditions:

1. That a landscape security in the form of a letter of credit or other means satisfactory to the Village of Pemberton in amount of 120% the estimated landscaping cost as determined by a registered BCSLA Landscape Architect;
2. That revised Engineering details to address the recommendations made in the ISL Design Review Letter dated May 23, 2019 are submitted to Village Engineer's satisfaction;
3. That the Fire Chief's comments with respect to an additional fire hydrant, minimum dimensions for fire truck turnaround and emergency access be addressed to Staff's satisfaction; and
4. That all fees related to cost-recovery for consultant and staff time spent on processing the application are paid in full.

**ATTACHMENTS:**

- Appendix A: Location Map
- Appendix B: BC Hydro Approval Letter dated May, 2018
- Appendix C: Creus Engineering Submission from Applicant, April 16, 2019
- Appendix D: ISL Engineering Letter dated May 23, 2019
- Appendix E: Approved Fire Apparatus Turnaround Minimum Dimensions, June 19, 2018
- Appendix F: Advisory Design Review Commission Minutes, May 10, 2018
- Appendix G: Development Permit No. 081

Prepared by:	Lisa Pedrini, Manager of Development Services Cameron Chalmers, Contract Planner
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

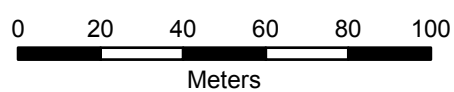


**Subject Parcel**

**One Mile Lake Park**

**Location Map**

**Mount Currie View  
Mobile Home Park  
7370 Hwy 99**



Not for legal reference.  
Revised: June 20, 2019





**Properties**  
**Property Rights Services**  
 Phone: 604-543-1596  
 Fax: 604-543-1540  
 E-mail: [vani.campbell@bchydro.com](mailto:vani.campbell@bchydro.com)

March 22, 2018  
 Assignment: 1174815  
 File: BCE 1062 Pt1  
 Circuit/Str.: 2L001 64-03

**VIA EMAIL:** [pdannable@gmail.com](mailto:pdannable@gmail.com)

Pemberton Mobile Home Park Ltd  
 c/o Peter Annable  
 7370 Hwy 99  
 Pemberton, BC

Dear Mr. Annable:

**Re:** Driveway and Parking (the “**Proposed Use**”)  
**Applicant:** Pemberton Mobile Home Park Ltd (the “**Applicant**”)  
**Right of Way Charge No:** 81765E (the “**Right of Way**”)  
**Legal Description:** Lot 8 District Lot 203 Lillooet District Plan 7619 (the “**Property**”)  
**Location:** 7370 Hwy 99, Pemberton BC  
**Drawing:** Proposed Mobile Home Park Landscape Plan and Pole Location drawing (the “**Drawing**”)

British Columbia Hydro and Power Authority (“**BC Hydro**”), as the holder of the Right of Way, has no objection to the Proposed Use located in the area shown on the attached Drawing provided the following terms and conditions are observed and met by the Applicant. These terms and conditions are BC Hydro’s requirements for safety, long-term security and operation of the electrical system.

1. If the Applicant is not the owner of the Property, the Applicant must also obtain permission for the Proposed Use from the owner of the Property.
2. The construction work for the Proposed Use must be completed by March 23, 2019. The Applicant (or the Applicant’s agent) must receive a prior written extension from BC Hydro if the construction work for the Proposed Use is not completed by this date.
3. At least 10 working days prior to commencing any activity on the Right of Way, the Applicant will contact Lower Mainland Transmission at 604-590-7644 to arrange for an on-site meeting. The on-site meeting is necessary because activity will take place near a high voltage 230kV electrical lines and related equipment. Prior to beginning work near powerlines, a BC Hydro representative must review and sign off on any forms that may be required, which could include without limitation WorkSafeBC’s form 30M33. Please note that issuance of any required forms, including 30M33, is in addition to and does not replace the requirements set out in this letter.
4. In accordance with the WorkSafe BC Occupational Health and Safety Regulation, persons and equipment must not come within 4.5 metres of the powerline conductor at any time (i.e. limits of approach).
5. The maximum height of vehicles, including load and reach, permitted on the Right of Way is 4.15 metres.

British Columbia Hydro & Power Authority,  
 LMS-2 8475 128<sup>th</sup> Street, Surrey, BC V3W 0G1  
 bchydro.com

6. The Applicant is responsible for all costs of design alteration, modification, relocation and/or protection of BC Hydro's existing works which may be required as a result of the Proposed Use. The Applicant is also responsible for any damage to BC Hydro's infrastructure, including bridges and roads, caused by or attributable to the Proposed Use, or the activities of the Applicant or those for whom the Applicant is in law responsible.
7. To accurately determine the location of any and all underground services, the Applicant will contact BC One Call at 1-800-474-6886 or by cell phone at \*6886. If the exact location of any underground service is required, the Applicant will need to engage the services of a private locating company prior to digging.

Insurance

8. The Applicant must, at its sole cost and expense during the term of the Proposed Use and during such other period of time that the Applicant occupies the Right of Way, take out and maintain in full force and effect, the following insurance policies:
  - (a) Commercial General Liability insurance on an occurrence form for an amount not less than \$ 2 million per occurrence applying to the Proposed Use of the Applicant carried on, in and from the Right of Way and which coverage will include without limitation, liability assumed under contract, claims for personal injury, broad form property damage, non-owned automobile liability, and products and completed operations with respect to the occupancy by the Applicant of the Right of Way. Where such further risk exists, the policy shall provide coverage for 1) damage to existing structures, 2) voluntary medical payments of at least \$5,000 per injured person, 3) protective liability. The policy will name BC Hydro as an additional insured and will contain a cross liability and severability of interest clause.
  - (b) Automobile Liability Insurance of not less than \$ 2 million in any one accident, covering all licensed motor vehicles owned or leased by the Applicant and used in connection with its business relating to the Proposed Use.
  - (c) any other form of insurance as BC Hydro may reasonably require from time to time in amounts and for perils against which a prudent Applicant would protect itself in similar circumstances.
9. All policies of insurance referred to herein:
  - (a) will be considered primary with respect to the Proposed Use, and all deductibles and self-insured retentions will be borne by the Applicant;
  - (b) will include an undertaking by the insurers to notify BC Hydro, in writing, not less than 30 days prior to:
    - i. any cancellation or other termination thereof, or
    - ii. any change which restricts or reduces the coverage afforded thereby; and
  - (c) will be on policy forms satisfactory to BC Hydro and underwritten by insurers legally permitted to transact business in the province of British Columbia that are acceptable to BC Hydro.
10. If requested by BC Hydro, the Applicant agrees to provide BC Hydro with certificates of insurance that confirm compliance by the Applicant with the insurance requirements set out herein, including proof of renewal of each policy during the Proposed Use.

The Applicant will also comply with the schedule of terms and conditions attached to this letter. These terms and conditions are incorporated into and form a part of this letter. Please ensure that others involved with the Proposed Use adhere to all terms and conditions.

Please acknowledge that the Applicant understands and agrees to the foregoing terms and conditions by signing the duplicate of this letter in the space provided below and returning it to this office by April 22, 2018. Please keep the original for the Applicant's records. Please note that BC Hydro's consent to the Proposed Use will not be effective until this office receives a copy of this letter signed by the Applicant. **Accordingly, do not start any work or activities relating to the Proposed Use until we have received a signed copy of this letter.**


We would be pleased to answer any questions you may have about the Proposed Use or any other uses of the Right of Way. Please contact me at 604-543-1596 or [vani.campbell@bchydro.com](mailto:vani.campbell@bchydro.com).

Yours truly,



Vani Campbell  
Property Coordinator  
Property Rights Services

**Pemberton Mobile Home Park Ltd by its authorized signatory hereby accepts and agrees to the foregoing terms and conditions:**

  
\_\_\_\_\_  
Signature

Derek Lee, President  
Print Name/Title

March 26/18  
Date

- c: BCH, Lower Mainland Transmission  
BCH, Properties – K Proudlove

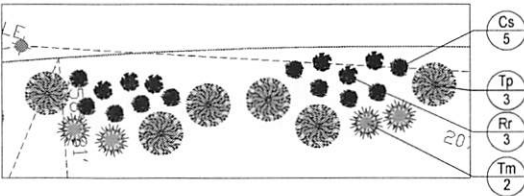
**BC Hydro Standard Terms and Conditions for All Compatible Uses of Rights of Way**

The following additional terms and conditions are incorporated into and form a part of the attached letter. Capitalized terms contained in this schedule not otherwise defined have the respective meanings ascribed to them in the attached letter.

1. These requirements are to be read together with the rights and obligations of the parties set out in the Right of Way registered against title to the Property. Nothing in the attached letter or this schedule shall be interpreted as limiting BC Hydro's rights pursuant to the Right of Way.
2. This letter applies to the interest of BC Hydro only. The Applicant must also obtain permits or consents from all other applicable parties with an interest in or jurisdiction over the Proposed Use and/or the Property (including without limitation, landowners, other charge holders and regulators).
3. The Applicant must comply and ensure compliance with all applicable legislation, regulations, guidelines, orders and standards, including without limitation all environmental laws and Part 19 Electrical Safety of the Occupational Health and Safety Regulation (a copy of this regulation is available at [www.WorkSafeBC.com](http://www.WorkSafeBC.com)).
4. BC Hydro will not be responsible for any damage to or interference with the Applicant's activities, equipment or the Proposed Use arising out of BC Hydro's activities or works pursuant to the Right of Way. The Applicant hereby releases each of BC Hydro and its officers, directors, employees, agents and contractors (collectively, the "BC Hydro Parties") from any and all claims, demands, actions and causes of action, proceedings, losses, damages, costs (including without limitation legal, consulting or other professional fees), fines, orders or expenses arising from any injuries (including injuries causing death), property damage or any other matter of whatsoever nature or kind (collectively, "Losses"), whether direct or indirect, whenever and howsoever arising which the Applicant or any of the Applicant's directors, officers, employees, contractors, agents, invitees, permittees or licensees, as the case may be, may suffer, incur or sustain on the Right of Way or in relation to the Proposed Use, except to the extent caused by the negligence of BC Hydro.
5. The Applicant assumes any and all risks and liabilities whatsoever, whether known or unknown, in relation to the Proposed Use and indemnifies BC Hydro from and against any and all Losses, whether direct or indirect, suffered or incurred by any of the BC Hydro Parties to the extent caused by or attributable to the Proposed Use, or any activity within the Right of Way by the Applicant or those for whom the Applicant is responsible at law. This indemnity will survive the expiry or termination of the agreement formed by the Applicant's acceptance of this letter, the Right of Way, and any other agreement entered into pursuant to this letter.
6. No part of the Proposed Use within the Right of Way may be enlarged, moved, or added to without the prior written agreement of BC Hydro. Uses or installations other than those contemplated in the attached letter require additional written agreement from BC Hydro.
7. BC Hydro may revoke its consent and terminate the agreement formed by the Applicant's acceptance of this letter if the Applicant or any of the Applicant's employees, agents or contractors fail to comply with the terms and conditions contained herein.
8. During the construction, existence, operation, maintenance or repair of the Proposed Use, as the case may be, the Applicant will take all steps necessary to protect BC Hydro's equipment and works within the Right of Way and will be responsible and will compensate BC Hydro for any damage to BC Hydro's equipment or works. If the Proposed Use impacts or interferes with any present or future BC Hydro works, the Applicant will, at the Applicant's expense, make any adjustments to the Proposed Use reasonably required by BC Hydro, or, upon receiving not less than 90 days' prior written notice from Hydro, relocate the Proposed Use to an alternate location approved by BC Hydro.
9. The Proposed Use must comply with all *Fire Services Act* (British Columbia) requirements, and the British Columbia Fire Code, including without limitation Section 3.3, Outdoor Storage. Section 3.3 prohibits the storage of specified wood products, flammable substances, and other potentially hazardous materials beneath electrical powerlines.

10. The following are not permitted within the Right of Way unless expressly authorized in writing by BC Hydro:
- log decking
  - blasting
  - burning
  - deposit of any fill material
  - buildings or portions of buildings, including foundations and eaves
  - stock piling of excavated, building or other material
  - storage or handling of flammable or explosive material
  - fueling of vehicles and equipment
  - regular or organized parking of vehicles
11. The Applicant acknowledges that minor levels of electrical induction may be experienced due to the proximity of electrical lines and agrees that BC Hydro shall not be liable or responsible for any effect or occurrence caused or contributed to by any such electrical induction.
12. BC Hydro's personnel must be able to access the Right of Way at all times. Interruption of the Applicant's activities and operations relating to the Proposed Use may be necessary for electrical line repair, maintenance, replacement or construction.
13. Landscaping within the Right of Way is restricted to low-growing trees, shrubs and plants not exceeding 3.0 metres in height at maturity. For vegetation immediately outside of the Right of Way, BC Hydro recommends that the Applicant not plant any vegetation that grows tall at maturity or grows with weak root systems that have a high probability of falling on BC Hydro's electrical works. BC Hydro (including its agents and contractors) shall have the right to remove any tall-growing trees, shrubs and plants from underneath and adjacent to BC Hydro's powerlines for line security and safety purposes from time to time.
14. Any metal fences within the Right of Way should be grounded.
15. The Applicant must not make any changes in ground elevations of more than 0.5 metres from the original grade of the Right of Way without the prior written consent of BC Hydro. The Proposed Use must not cause any deterioration of drainage patterns or soil stability within the Right of Way.
16. Upon the completion or removal of the Proposed Use, the Right of Way must be restored as closely as is practically possible to its original condition (or better) at the Applicant's expense.
17. Prior to assigning BC Hydro's consent to the Proposed Use contained in the attached letter, the Applicant must provide BC Hydro with the written agreement of any such assignee to be bound by these terms and conditions. Any purported assignment without such written agreement of the assignee will revoke BC Hydro's consent contained in this letter.
18. No obligation in this letter will be considered to have been waived by BC Hydro unless the waiver is in writing and signed by BC Hydro, regardless of BC Hydro's knowledge of any breach of such obligation or the passage of time.
19. If more than one person comprises the Applicant, then each such person is jointly and severally bound by the terms and conditions contained in the attached letter and this schedule of terms and conditions.





PLANT GROUPING CLOSE-UP

PLANT LIST

1. Tp - Thuja plicata (Red Cedar) - 12 Total
2. Tm - Tsuga mertensiana (Mountain Hemlock) - 8 Total
3. Cs - Cornus sericea 'Flaviramea' (Golden Twig Dogwood) - 20 Total
4. Rr - Rosa rugosa 'Jens Munk' (Jens Munk Rugosa Rose) - 12 Total

NOTES

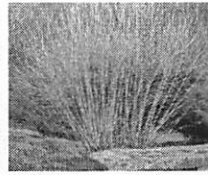
1. DEMONSTRATED ON PLAN ARE SUGGESTED GROUPINGS TO BE STAGGERED ALONG EDGE BETWEEN C-4 ZONE AND HIGHWAY 99
2. GROUPINGS COULD BE USED FURTHER ALONG HIGHWAY 99 TO ACT AS BUFFER AS AGING TREES ARE THINNED
3. MAINTAIN 25m CLEAR VEGETATED BUFFER TO HIGHWAY 99
4. NO PLANTINGS TO BE PLACED DIRECTLY UNDER POWER LINES. BC HYDRO RECOMMENDS A BUFFER OF 5m FROM EITHER SIDE OF THE POWER LINE



Thuja plicata (Red Cedar)



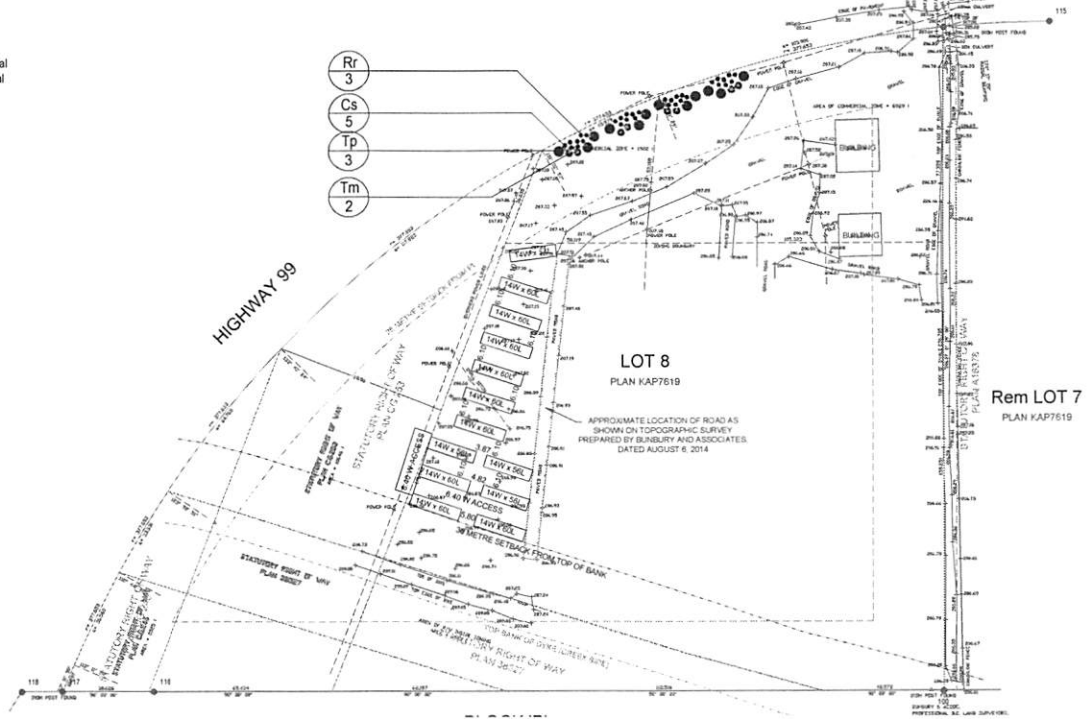
Tsuga mertensiana (Mountain Hemlock)



Cornus sericea 'Flaviramea' (Golden Twig Dogwood)



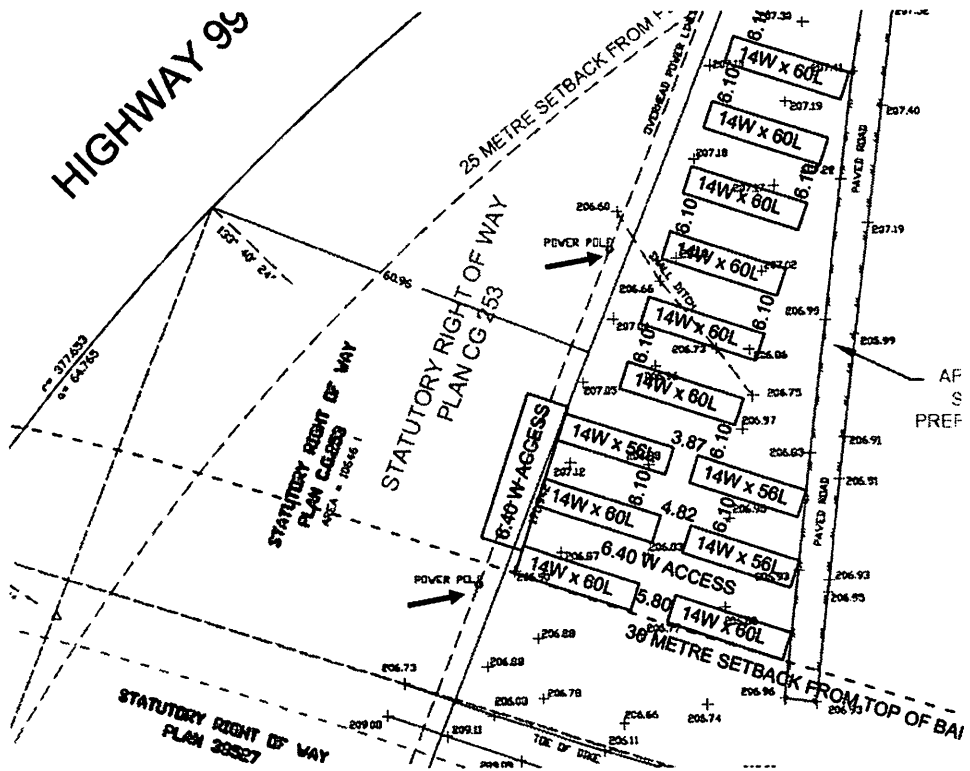
Rosa rugosa 'Jens Munk' (Jens Munk Rugosa Rose)



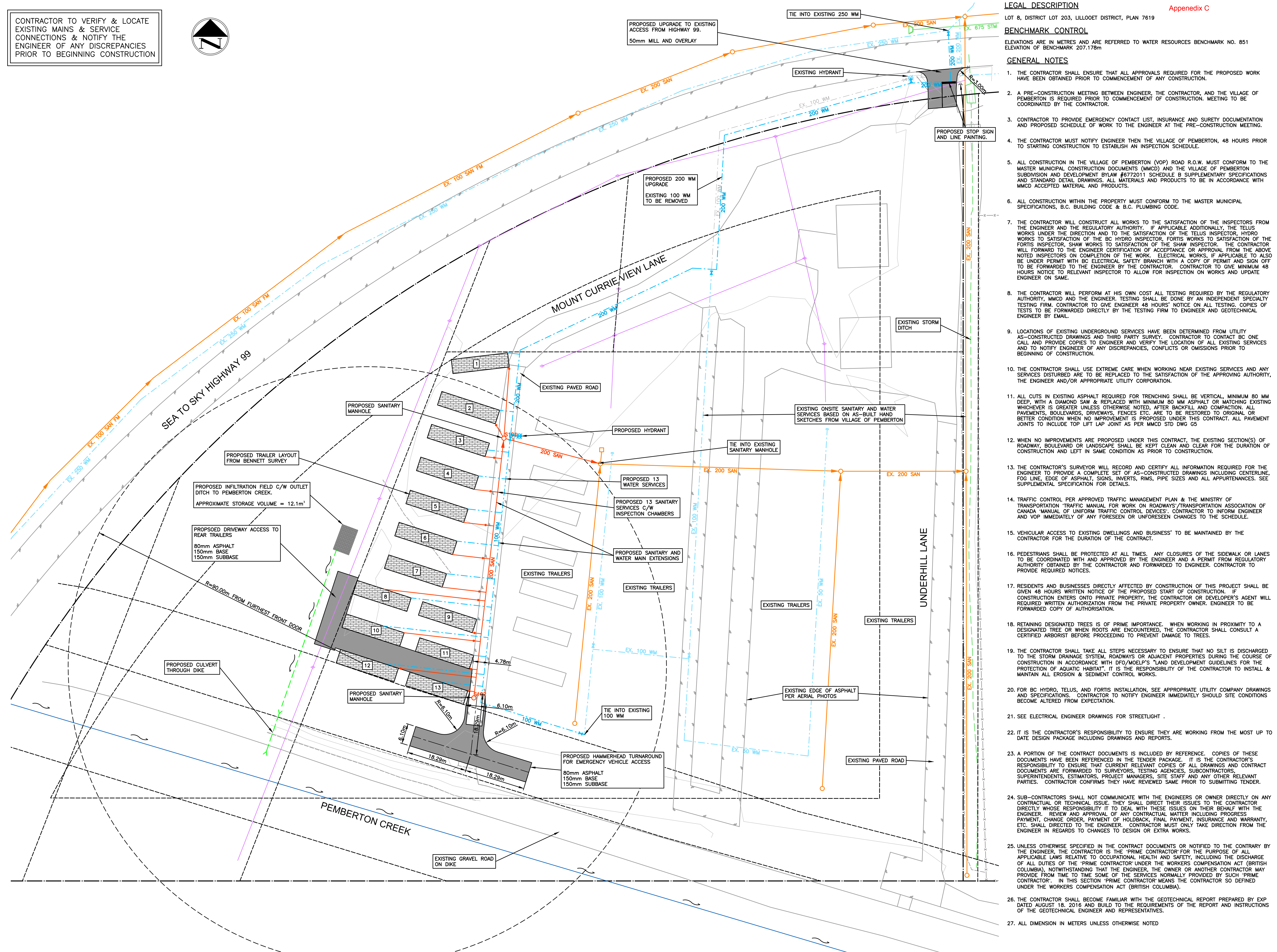
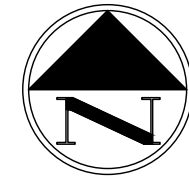
**KSalin Land Planning**  
 Landscape Architecture + Planning  
 15-1020 (PO BOX 553) MILLAR CREEK ROAD WHISTLER BC, V0N 1B1  
 TEL: 604-967-2907  
 EMAIL: info@ksalinaland.com  
 WEB: www.ksalinaland.com

**PROPOSED MOBILE HOME PARK LANDSCAPE PLAN**  
 LOT 8, DISTRICT LOT 203, LILLOOET DISTRICT, PLAN 7619.

FOR REVIEW - NOT FOR CONSTRUCTION
DATE: MARCH 8, 2018
SCALE: 1:1000



CONTRACTOR TO VERIFY & LOCATE EXISTING MAINS & SERVICE CONNECTIONS & NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO BEGINNING CONSTRUCTION



- LEGAL DESCRIPTION**  
LOT 8, DISTRICT LOT 203, LILLOEET DISTRICT, PLAN 7619
- BENCHMARK CONTROL**  
ELEVATIONS ARE IN METRES AND ARE REFERRED TO WATER RESOURCES BENCHMARK NO. 851 ELEVATION OF BENCHMARK 207.178m
- GENERAL NOTES**
- THE CONTRACTOR SHALL ENSURE THAT ALL APPROVALS REQUIRED FOR THE PROPOSED WORK HAVE BEEN OBTAINED PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION.
  - A PRE-CONSTRUCTION MEETING BETWEEN ENGINEER, THE CONTRACTOR, AND THE VILLAGE OF PEMBERTON IS REQUIRED PRIOR TO COMMENCEMENT OF CONSTRUCTION. MEETING TO BE COORDINATED BY THE CONTRACTOR.
  - CONTRACTOR TO PROVIDE EMERGENCY CONTACT LIST, INSURANCE AND SURETY DOCUMENTATION AND PROPOSED SCHEDULE OF WORK TO THE ENGINEER AT THE PRE-CONSTRUCTION MEETING.
  - THE CONTRACTOR MUST NOTIFY ENGINEER THEN THE VILLAGE OF PEMBERTON, 48 HOURS PRIOR TO STARTING CONSTRUCTION TO ESTABLISH AN INSPECTION SCHEDULE.
  - ALL CONSTRUCTION IN THE VILLAGE OF PEMBERTON (VOP) ROAD R.O.W. MUST CONFORM TO THE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS (MMCD) AND THE VILLAGE OF PEMBERTON SUBDIVISION AND DEVELOPMENT BYLAW #6772011 SCHEDULE B SUPPLEMENTARY SPECIFICATIONS AND STANDARD DETAIL DRAWINGS. ALL MATERIALS AND PRODUCTS TO BE IN ACCORDANCE WITH MMCD ACCEPTED MATERIAL AND PRODUCTS.
  - ALL CONSTRUCTION WITHIN THE PROPERTY MUST CONFORM TO THE MASTER MUNICIPAL SPECIFICATIONS, B.C. BUILDING CODE & B.C. PLUMBING CODE.
  - THE CONTRACTOR WILL CONSTRUCT ALL WORKS TO THE SATISFACTION OF THE INSPECTORS FROM THE ENGINEER AND THE REGULATORY AUTHORITY. IF APPLICABLE ADDITIONALLY, THE TELUS WORKS UNDER THE DIRECTION AND TO THE SATISFACTION OF THE TELUS INSPECTOR, HYDRO WORKS TO SATISFACTION OF THE BC HYDRO INSPECTOR, FORTIS WORKS TO SATISFACTION OF THE FORTIS INSPECTOR, SHAW WORKS TO SATISFACTION OF THE SHAW INSPECTOR. THE CONTRACTOR WILL FORWARD TO THE ENGINEER CERTIFICATION OF ACCEPTANCE OR APPROVAL FROM THE ABOVE NOTED INSPECTORS ON COMPLETION OF THE WORK. ELECTRICAL WORKS, IF APPLICABLE TO ALSO BE UNDER PERMIT WITH BC ELECTRICAL SAFETY BRANCH WITH A COPY OF PERMIT AND SIGN OFF TO BE FORWARDED TO THE ENGINEER BY THE CONTRACTOR. CONTRACTOR TO GIVE MINIMUM 48 HOURS NOTICE TO RELEVANT INSPECTOR TO ALLOW FOR INSPECTION ON WORKS AND UPDATE ENGINEER ON SAME.
  - THE CONTRACTOR WILL PERFORM AT HIS OWN COST ALL TESTING REQUIRED BY THE REGULATORY AUTHORITY, MMCD AND THE ENGINEER. TESTING SHALL BE DONE BY AN INDEPENDENT SPECIALTY TESTING FIRM. CONTRACTOR TO GIVE ENGINEER 48 HOURS' NOTICE ON ALL TESTING. COPIES OF TESTS TO BE FORWARDED DIRECTLY BY THE TESTING FIRM TO ENGINEER AND GEOTECHNICAL ENGINEER BY EMAIL.
  - LOCATIONS OF EXISTING UNDERGROUND SERVICES HAVE BEEN DETERMINED FROM UTILITY AS-CONSTRUCTED DRAWINGS AND THIRD PARTY SURVEY. CONTRACTOR TO CONTACT BC ONE CALL AND PROVIDE COPIES TO ENGINEER AND VERIFY THE LOCATION OF ALL EXISTING SERVICES AND TO NOTIFY ENGINEER OF ANY DISCREPANCIES, CONFLICTS OR OMISSIONS PRIOR TO BEGINNING OF CONSTRUCTION.
  - THE CONTRACTOR SHALL USE EXTREME CARE WHEN WORKING NEAR EXISTING SERVICES AND ANY SERVICES DISTURBED ARE TO BE REPLACED TO THE SATISFACTION OF THE APPROVING AUTHORITY, THE ENGINEER AND/OR APPROPRIATE UTILITY CORPORATION.
  - ALL CUTS IN EXISTING ASPHALT REQUIRED FOR TRENCHING SHALL BE VERTICAL, MINIMUM 80 MM DEEP, WITH A DIAMOND SAW & REPLACED WITH MINIMUM 80 MM ASPHALT OR MATCHING EXISTING WHICHEVER IS GREATER UNLESS OTHERWISE NOTED, AFTER BACKFILL AND COMPACTION. ALL PAVEMENTS, BOULEVARDS, DRIVEWAYS, FENCES ETC. ARE TO BE RESTORED TO ORIGINAL OR BETTER CONDITION WHEN NO IMPROVEMENT IS PROPOSED UNDER THIS CONTRACT. ALL PAVEMENT JOINTS TO INCLUDE TOP LIFT LAP JOINT AS PER MMCD STD DWG 65
  - WHEN NO IMPROVEMENTS ARE PROPOSED UNDER THIS CONTRACT, THE EXISTING SECTION(S) OF ROADWAY, BOULEVARD OR LANDSCAPE SHALL BE KEPT CLEAN AND CLEAR FOR THE DURATION OF CONSTRUCTION AND LEFT IN SAME CONDITION AS PRIOR TO CONSTRUCTION.
  - THE CONTRACTOR'S SURVEYOR WILL RECORD AND CERTIFY ALL INFORMATION REQUIRED FOR THE ENGINEER TO PROVIDE A COMPLETE SET OF AS-CONSTRUCTED DRAWINGS INCLUDING CENTERLINE, FOG LINE, EDGE OF ASPHALT, SIGNS, INVERTS, RIMS, PIPE SIZES AND ALL APPURTENANCES. SEE SUPPLEMENTAL SPECIFICATION FOR DETAILS.
  - TRAFFIC CONTROL PER APPROVED TRAFFIC MANAGEMENT PLAN & THE MINISTRY OF TRANSPORTATION TRAFFIC MANUAL FOR WORK ON ROADWAYS TRANSPORTATION ASSOCIATION OF CANADA 'MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES'. CONTRACTOR TO INFORM ENGINEER AND VOP IMMEDIATELY OF ANY FORESEEN OR UNFORESEEN CHANGES TO THE SCHEDULE.
  - VEHICULAR ACCESS TO EXISTING DWELLINGS AND BUSINESSES TO BE MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF THE CONTRACT.
  - PEDESTRIANS SHALL BE PROTECTED AT ALL TIMES. ANY CLOSURES OF THE SIDEWALK OR LANES TO BE COORDINATED WITH AND APPROVED BY THE ENGINEER AND A PERMIT FROM REGULATORY AUTHORITY OBTAINED BY THE CONTRACTOR AND FORWARDED TO ENGINEER. CONTRACTOR TO PROVIDE REQUIRED NOTICES.
  - RESIDENTS AND BUSINESSES DIRECTLY AFFECTED BY CONSTRUCTION OF THIS PROJECT SHALL BE GIVEN 48 HOURS WRITTEN NOTICE OF THE PROPOSED START OF CONSTRUCTION. IF CONSTRUCTION ENTERS ONTO PRIVATE PROPERTY, THE CONTRACTOR OR DEVELOPER'S AGENT WILL REQUIRE WRITTEN AUTHORIZATION FROM THE PRIVATE PROPERTY OWNER. ENGINEER TO BE FORWARDED COPY OF AUTHORIZATION.
  - RETAINING DESIGNATED TREES IS OF PRIME IMPORTANCE. WHEN WORKING IN PROXIMITY TO A DESIGNATED TREE OR WHEN ROOTS ARE ENCOUNTERED, THE CONTRACTOR SHALL CONSULT A CERTIFIED ARBORIST BEFORE PROCEEDING TO PREVENT DAMAGE TO TREES.
  - THE CONTRACTOR SHALL TAKE ALL STEPS NECESSARY TO ENSURE THAT NO SILT IS DISCHARGED TO THE STORM DRAINAGE SYSTEM, ROADWAYS OR ADJACENT PROPERTIES DURING THE COURSE OF CONSTRUCTION IN ACCORDANCE WITH DFO/RCMP'S 'LAND DEVELOPMENT GUIDELINES FOR THE PROTECTION OF AQUATIC HABITAT'. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSTALL & MAINTAIN ALL EROSION & SEDIMENT CONTROL WORKS.
  - FOR BC HYDRO, TELUS, AND FORTIS INSTALLATION, SEE APPROPRIATE UTILITY COMPANY DRAWINGS AND SPECIFICATIONS. CONTRACTOR TO NOTIFY ENGINEER IMMEDIATELY SHOULD SITE CONDITIONS BECOME ALTERED FROM EXPECTATION.
  - SEE ELECTRICAL ENGINEER DRAWINGS FOR STREETLIGHT.
  - IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THEY ARE WORKING FROM THE MOST UP TO DATE DESIGN PACKAGE INCLUDING DRAWINGS AND REPORTS.
  - A PORTION OF THE CONTRACT DOCUMENTS IS INCLUDED BY REFERENCE. COPIES OF THESE DOCUMENTS HAVE BEEN REFERENCED IN THE TENDER PACKAGE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT CURRENT RELEVANT COPIES OF ALL DRAWINGS AND CONTRACT DOCUMENTS ARE FORWARDED TO SURVEYORS, TESTING AGENCIES, SUBCONTRACTORS, SUPERINTENDENTS, ESTIMATORS, PROJECT MANAGERS, SITE STAFF AND ANY OTHER RELEVANT PARTIES. CONTRACTOR CONFIRMS THEY HAVE REVIEWED SAME PRIOR TO SUBMITTING TENDER.
  - SUB-CONTRACTORS SHALL NOT COMMUNICATE WITH THE ENGINEERS OR OWNER DIRECTLY ON ANY CONTRACTUAL OR TECHNICAL ISSUE. THEY SHALL DIRECT THEIR ISSUES TO THE CONTRACTOR DIRECTLY WHOSE RESPONSIBILITY IT TO DEAL WITH THESE ISSUES ON THEIR BEHALF WITH THE ENGINEER. REVIEW AND APPROVAL OF ANY CONTRACTUAL MATTER INCLUDING PROGRESS, PAYMENT, CHANGE ORDER, PAYMENT OF HOLDBACK, FINAL PAYMENT, INSURANCE AND WARRANTY, ETC. SHALL DIRECTED TO THE ENGINEER. CONTRACTOR MUST ONLY TAKE DIRECTION FROM THE ENGINEER IN REGARDS TO CHANGES TO DESIGN OR EXTRA WORKS.
  - UNLESS OTHERWISE SPECIFIED IN THE CONTRACT DOCUMENTS OR NOTIFIED TO THE CONTRARY BY THE ENGINEER, THE CONTRACTOR IS THE 'PRIME CONTRACTOR' FOR THE PURPOSE OF ALL APPLICABLE LAWS RELATIVE TO OCCUPATIONAL HEALTH AND SAFETY, INCLUDING THE DISCHARGE OF ALL DUTIES OF THE 'PRIME CONTRACTOR' UNDER THE WORKERS COMPENSATION ACT (BRITISH COLUMBIA). NOTWITHSTANDING THAT THE ENGINEER, THE OWNER OR ANOTHER CONTRACTOR MAY PROVIDE FROM TIME TO TIME SOME OF THE SERVICES NORMALLY PROVIDED BY SUCH 'PRIME CONTRACTOR'. IN THIS SECTION 'PRIME CONTRACTOR' MEANS THE CONTRACTOR SO DEFINED UNDER THE WORKERS COMPENSATION ACT (BRITISH COLUMBIA).
  - THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE GEOTECHNICAL REPORT PREPARED BY EXP DATED AUGUST 18, 2016 AND BUILD TO THE REQUIREMENTS OF THE REPORT AND INSTRUCTIONS OF THE GEOTECHNICAL ENGINEER AND REPRESENTATIVES.
  - ALL DIMENSION IN METERS UNLESS OTHERWISE NOTED

# CREUS Engineering

Civil Engineers & Project Managers  
#10 EAST TOWER - 221 ESPLANADE WEST, NORTH VANCOUVER BC, V7M3J3  
PH: 604-987-0070 WEBSITE: www.creus.ca



## DRAWING LEGEND

	EXISTING	PROP.	TO BE REMOVED
LEGAL LINE	---	---	---
EASEMENT	---	---	---
WATERMAIN	---	---	---
SANITARY	---	---	---
STORM	---	---	---
HYDRO	---	---	---
TEL	---	---	---
STREETLIGHT	---	---	---
GAS	---	---	---
	EXISTING	PROP.	TO BE REMOVED
FIRE HYDRANT	---	---	---
GATE VALVE	---	---	---
AIR VALVE	---	---	---
REDUCER	---	---	---
INSPECTION CHAMBER	---	---	---
CATCHBASIN (STDSI)	---	---	---
CAP	---	---	---
MANHOLE	---	---	---
POWER POLE	---	---	---
STREETLIGHT	---	---	---

approved  
client

CHALLENGER HOLDINGS LTD.

project  
PEMBERTON MOBILE HOME PARK  
PEMBERTON, BC

title  
KEY PLAN

no.	(y/m/d)	revision	chk'd
2	19-04-16	REVISED TURNAROUND	RCH
1	19-01-31	ISSUED FOR REVIEW	RCH

current rev. # 2

engineer of record	KBH	scales	hor: 1:500	vert: -
designed by	KBH <td>file no.</td> <td colspan="2">18320</td>	file no.	18320	
drawn by	RCH <td>drawing no.</td> <td colspan="2">KEY-1</td>	drawing no.	KEY-1	
date	2019-01-29		Village of Pemberton regular council meeting 14th floor Tuesday, June 25, 2019 59 of 115	

NOT FOR CONSTRUCTION



#101 – 38026 Second Avenue, Squamish, BC V8B 0C3 T: 604.815.4646 F: 604.815.4647

May 23, 2019

Our Reference: 30387

**Village of Pemberton**

PO Box 100  
7400 Prospect Street  
Pemberton, BC V0N 2L0

Attention: Lisa Pedrini, Manager, Development Services

Dear Madam:

**Reference: Design Review Comments – Pemberton Mobile Home Park (DPA 011)**

ISL Engineering & Land Services has completed our 2<sup>nd</sup> review of the development permit application submitted for the proposed expansion to the existing Pemberton Mobile Home Park at 7370 Highway 99 in the Village of Pemberton. The following is a review of the design submission received on April 17, 2019:

With reference to our initial review letter dated June 05, 2018, the following items remain outstanding and need to be addressed:

1. A resubmission is required to meet the requirements noted in the Subdivision and Development Control Bylaw No. 677, 2011 (SDC Bylaw). A full engineering design submission signed and sealed by a Professional Engineer registered in British Columbia in good standing is required for all onsite roadworks works, drainage and servicing for the proposed development.
2. Comment and approval from MOTI will be required for the upgrades to the primary property access from Highway 99.
3. Provide anticipated sanitary flow calculations. Pursuant to the Village's Subdivision and Development Control Bylaw, the Village of Pemberton requires the Developer to cover the Village's engineering consultant's cost to update and evaluate both the water and sanitary system models as they pertain to any proposed works. Offsite sanitary and water infrastructure improvements may be required once the design flows have been provided to the Village and the existing systems including pipe networks, pump stations, force mains and other related infrastructure has been evaluated.

Additional comments related to the submission are as follows:

4. The drawings show an existing 200mm diameter water main crossing highway 99 near the entrance. This is confusing as the drawings also show a new proposed 200mm watermain crossing highway 99 near the same location. Please clarify if a new 200mm watermain is required across highway 99. If a new watermain crossing is required, a separate permit is likely required by MOTI. Please clarification or provide proof of approved permit from MOTI for this work.
5. The drawings show significant proposed onsite watermain works including a new hydrant. Detailed design information is required to be shown on the drawings such as, but not limited

to; pipe inverts, lengths and materials, thrust blocks and/or mechanical restraints, valve and bend sizes, tie-in details, water service shutoff valves and service sizes, typical trench cross section and other construction details as required by the Bylaw.

6. Provide proof of permit for waterworks construction from Vancouver Coastal Health.
7. A proposed culvert penetration through the dike along Pemberton Creek is shown in the south west corner. No pipe size, type, inverts or flood control gate is specified. Proof of approval from Pemberton Valley Dyking is required.
8. A proposed infiltration field is shown on the drawings west of the proposed mobile units. Details are required to indicate depth, dimensions, materials and inlet/outlet elevations. Confirmation by geotechnical engineer is required that the soils are suitable for proposed infiltration field.
9. A proposed hammerhead turnaround is proposed at the south end of the site. Two "No Parking" signs are required along the south edge of the hammerhead.
10. Significant sanitary sewer works are proposed to service the mobile units. Detailed design information is required to be shown on the drawings such as, but not limited to; manhole inverts and manhole rim elevations, pipe size, length grade and materials, inspection chamber elevations for each service, as well as trench cross section and construction details as per the Bylaw.
11. A 6m wide road width is required for fire department and other emergency service accesses. Drawings are required to show a minimum road width of 6m.
12. The drawings show 13 proposed mobile home units in a very tight configuration, particularly with units 8-13 in the south end of the site. It is unclear how parking is accommodated. Please indicate dimensions and locations of all spaces dedicated for parking for all proposed units.

Yours truly,



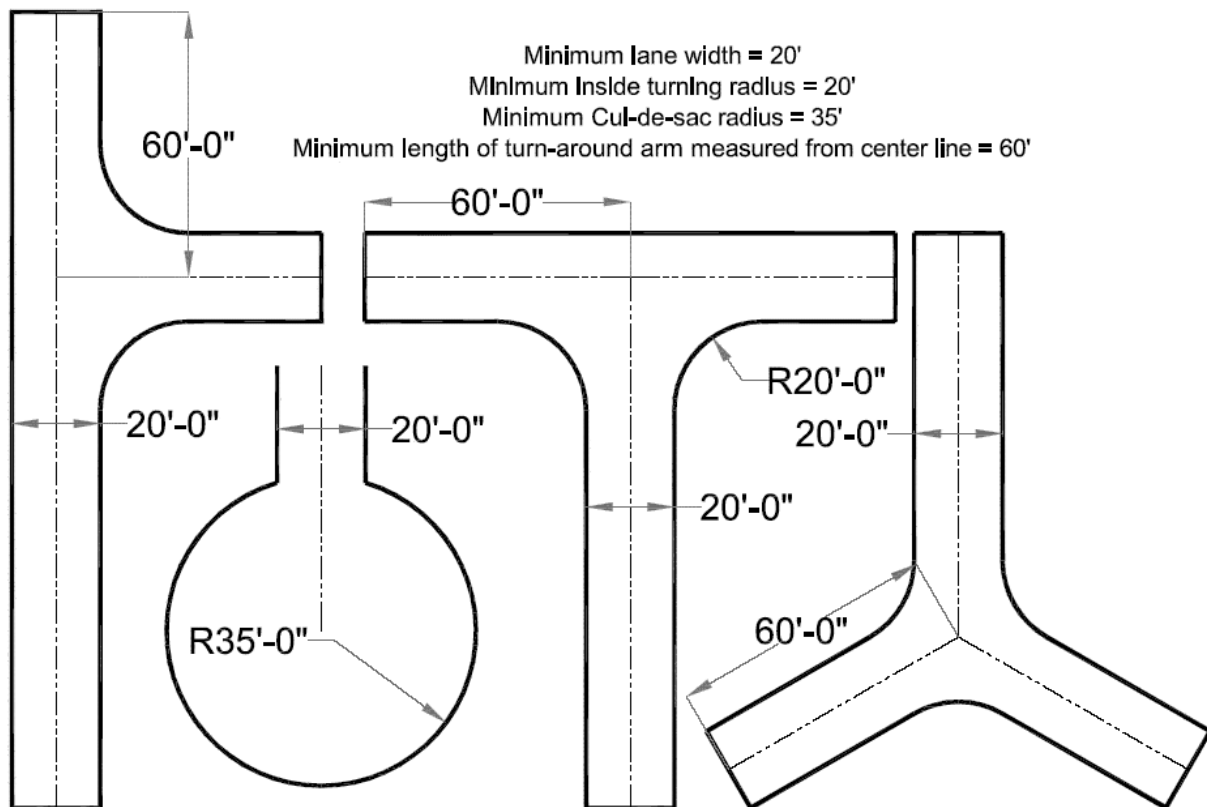
Richard Avedon-Savage, P.Eng.,  
Senior Engineer

## Approved Fire Apparatus Turn-Around Minimum Dimensions

### NOTES:

1. For hammer-head and "T" configurations, measurements are from the face of the curb to the centerline of fire lane width. Where the fire lane exceeds 20 feet in width, measurement is from the end of the turnaround arm to 10 feet across the fire lane.
2. For "Y" configurations, measurements are from the face of the curb at the end of the turnaround arm to the point of intersection as measured along the centerlines of the arms.
3. For cul-de-sac configurations, radius measurement is from the face of the curb to the center of the cul-de-sac.
4. A 30-foot paved radius cul-de-sac may be approved provided that notes and details are proposed indicating that rolled curb and attached thickened sidewalks will be installed. Fire apparatus will need to mount the curb therefore all posts, poles, signs or mailboxes shall be mounted behind the sidewalk. Sidewalks shall be engineered to support Pemberton Fire Rescue's heaviest fire apparatus. Fire apparatus heaviest weight totals 62,000 pounds with a maximum of 24,000 pounds per axle.
5. Approved Fire Lane signage shall be installed or, if required by the Village of Pemberton approved 'NO PARKING ANY TIME' signs shall be installed
6. Turn-around provisions required by the Fire Department shall be no more than 200 feet from the end of the fire apparatus access lane.

**Code Reference: 2003 International Fire Code section 503.2.4**



Minimum lane width is 20' measured curb face to curb face.  
 Minimum inside turning radius is 20'.  
 Minimum drivable cul-de-sac radius is 35'.  
 Minimum length of turn-around arm is 60' measured from the center line of the perpendicular fire lane to the curb face.

**VILLAGE OF PEMBERTON  
ADVISORY DESIGN REVIEW COMMISSION MINUTES**

---

**Minutes** for the Advisory Design Review Commission of the Village of Pemberton held Thursday, May 10, 2018 at 5:45pm at 7400 Prospect Street.

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**MEMBER IN ATTENDANCE:** Tracy Napier (Chair)  
Lisa Ames  
Woody Bishop (Chamber Representative)  
Saad Hassan  
Caroline McBain  
Annie Oja

**STAFF IN ATTENDANCE:** Lisa Pedrini, Senior Planner  
Tim Harris, Manager of Operations & Development Services  
Sheena Fraser, Manager of Corporate & Legislative Services (minutes)

**PROJECT REPRESENTATIVES:**

**DPA011 - Mobile Home Park**

Peter Annable – Agent for the Proponent

**DPA013 – Elevate at Sunstone**

Justin Bennet – Agent for the Proponent /Architect, Urban West Architecture Inc.  
Justin Taylor – Landscape Architect, Durante Kreuk Ltd.  
Cam McIvor – Sunstone Ridge Developments  
Warren Barrow – Elevate @ Sunstone representative  
Dave English - Elevate @ Sunstone representative

**DPM109 – Restaurant at 7436 Frontier Street**

Matthew Prescott – Agent for the Proponents

**GENERAL PUBLIC:** 0

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**1) CALL TO ORDER**

At 5:48 p.m. the meeting was called to order.

**2) APPROVAL OF THE AGENDA**

Moved/Seconded  
**THAT** the agenda be approved as presented.  
**CARRIED**

### 3) MINUTES

Moved/Seconded

**THAT** the minutes of the Advisory Design Review Commission Meeting, held Monday, January 25, 2018, be approved.

**CARRIED**

### 4) MAJOR DEVELOPMENT PERMIT: DPA011

**Mobile Home Park**

7370 Highway 99

Lisa Pedrini, Senior Planner, provided background on the applications previously submitted by the proponents and advised that through this process the owners have developed a plan for the installation of more mobile home pads which has prompted the need for a Major Development Permit Application (DPA). As well, the landscape plan has been redesigned taking into consideration feedback from the ADRC.

Ms. Pedrini introduced Kristina Salin of KSalin Land Planning who is assisting the Village on the DPA application. Ms. Salin provided an overview of the application advising that the application includes the addition of thirteen (13) new mobile home pads and new landscape design for the entrance of the mobile home park.

Discussion took place respecting the following:

- Height of new mobile homes and Flood Construction Level requirements.
- What will it look like visually compared to the other pads.
- Does the landscape plan reflect screening of the higher mobile homes.
- New Tree configuration (Staff noted that the landscaping must meet with BCHydro regulations in some areas).
- Circulation on the property with the addition of the new pads, right of way and parking.
- Will there be allowance for residents to install stairs and decks.
- Irrigation requirements and the bond requirements.

Concern was raised with respect to the on-site parking in particular:

- Parking stall locations and allowance for visitor parking.
- Parking for the two units at the end of the road given there is none allocated to the pads and parking is only available in the overflow parking area or on a pad area across the road.
- Parking plan is confusing and it appears that some pads could become land locked



Staff noted that the Mobile Home Bylaw is not consistent with the Zoning Bylaw with respect to parking requirements but the Zoning Bylaw takes precedence.

Moved/Seconded

**THAT** Advisory Design Review Commission recommends to Council to support the Major Development Permit: DPA011, Mobile Home Park, subject to the following conditions:

- That irrigation be provided;
- That the road access to the new pads be paved;
- That the parking plan meets the Village requirements to the satisfaction of staff;
- That vehicular access to the new pads be clarified.

**CARRIED**

**5) MAJOR DEVELOPMENT PERMIT: DPA013  
Elevate @ Sunstone**

Ms. Pedrini introduced Cameron Chalmers of Cameron Chalmers Consulting, who is assisting the Village on the DPA application. Cameron Chalmers provided an overview of the application and provided review comments based on the Village's current Zoning Bylaw regulations and requirements.

Discussion took place respecting the following:

- the variance for visitor parking and where visitors will park;
- playground requirements;
- ability for street parking;
- option to move the location of the accessible parking to provide for more visitor parking;
- Concern that the oversupply of parking are dedicated and there is nowhere for visitors to park;

The architect and landscape architect for the development proposal were invited to present the design and landscape concepts. Justin Bennett, Urban West Architecture, provided an overview of the design concept that is based on providing for a sense of community, while fitting into the topography of the landscape and protecting the natural environment.

Justin Taylor, Durante Kreuk Landscape Architect, provided an overview of the landscape plan which is aimed to provide residents a feeling of being in a natural environment and provide interest throughout the seasons.

Further discussion took place respecting the following:

- Need to ensure that supporting infrastructure in the development meets with high standard of the product (i.e.; parking)
- Size of driveways designed to facilitate parking of large trucks
- Constraints due to hillside location
- Need to ensure FireSmart restrictions are incorporated into landscaping plan
- Suggestion to narrow plantings down by 50%-70% and simplify the landscape plan so that it can be maintained economically
- Consider spacing and location of evergreens that will grow high to protect viewsapes and avoid needing to cut down trees in 10 years.
- Clarification with respect to snow shed locations and where snow dump areas will be located on site
- Consideration of installing a stretch of sidewalk from Road A along the Strata road to the first homes for ease of walking and safety
- Identification of traffic flow in/out of garbage and recycling building
- Construction elements (Passive House design principles)
- Location of fire hydrants and impacts to parking and snow dump areas
- Inadequacy of visitor parking and the variance request to reduce the required number from 13 to 3 and the parking configuration in general.

Moved/Seconded

**THAT** the ADRC recommend to Council that Development Permit Application DPA-013, Elevate @ Sunstone, be supported as presented with a recommendation that the number of visitor parking stalls be reviewed.

**CARRIED**

**Two members Opposed**

Moved/Seconded

**THAT** the ADRC further recommends that staff ensure that consideration is given to the potential addition of a sidewalk from Road A to the entry of the development and that attention is paid to FireSmart Principles with respect to landscaping.

**CARRIED**

**6) MINOR DEVELOPMENT PERMIT: DPm109  
Downtown Restaurant  
7439 Frontier Street**

Lisa Pedrini introduced the Minor DP Application for the upgrades to the restaurant formerly called The Centennial Café located at 7439 Frontier Street. Ms. Pedrini noted that these upgrades are considered to be a Minor Development Permit and as such approval is delegated to the Manager of Operations & Development Services.

Discussion took place respecting the following:

- clarification on the parking variance request (from 1 space for every 3 seats to 1 space for every 4 seats)
- required number of parking spaces
- payment in lieu of parking costs

Moved/Seconded

**THAT** the ADRC recommend to the Manager of Operations and Development Services that the Minor Development Permit DPm109 be supported.

**CARRIED**

## 7) **DRAFT SIGN BYLAW**

Lisa Pedrini provided an overview of the proposed sign bylaw noting that it is an update to the existing Sign Bylaw which was adopted in 1995. Pedrini noted specific changes including the inclusion to permit Sandwich Board Signs and reviewed the proposed regulation changes, review of the font sizes especially in the Industrial and Airport Signs

Commission members requested more time to review the draft bylaw before providing input. It was agreed that a meeting to specifically discuss the proposed Sign Bylaw be held and the date of Monday, June 4<sup>th</sup> at 5:45 p.m. was selected.

## 8) **NEXT MEETING**

It was proposed that a regular meeting schedule be established and if there is no need to meet the Commission members would be advised the meeting is cancelled. This would help ensure a quorum and allow members to plan their time accordingly.

Next meeting Monday, June 4<sup>th</sup> at 5:45 p.m.

## 9) **ADJOURNMENT**

At 8:30 p.m. the meeting was adjourned.



Tracy Napier  
ADRC Chair



# Village of PEMBERTON

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## VILLAGE OF PEMBERTON Development Permit 081

Issued to: Pemberton Mobile Home Park Ltd.  
File No: **2017-DPA-081**

(Registered owner according to Land Title Office, hereinafter referred to as the "Permittee")

Address: **1177 West Hastings Street  
Vancouver, BC. V6E 2K3**

- 1) This Development Permit applies to and only to those lands within the Village of Pemberton, Province of British Columbia, legally described as:

Parcel Identifier: 009-963-090

Legal Description: Lot 8, DL 203 LLD, Plan 7619

Civic Address: 7370 Highway 99,  
Pemberton, BC V0N 2L0

as shown in the Subject Property Map attached as **Schedule A**.

- 2) This Development Permit No. 008 is issued pursuant to the authority of the *Village of Pemberton Official Community Plan Bylaw No. 654, 2011*, as amended, and in conformity with all Village of Pemberton bylaws, as amended, and shall not be in any way varied except as so identified in this Permit.

The Permit relates to:

- a) **Form and Character in the Gateway Commercial Development Permit Area No. 7.**
- 3) Whereas the applicant has made application to add 13 new mobile home pads to expand an existing mobile home park from 46 pads to 59 mobile home pads, the following terms and conditions of this Development Permit shall apply to said land:

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- a) Dimensions and Siting of Buildings and Structures of the Land  
All buildings and structures to be constructed on the said lands shall be in substantial compliance with the drawings prepared by , attached to and forming a part of this Permit as **Schedule A, B, and C**.
  - b) Use of the Land  
The mobile home use that will be permitted on the Subject Property will be contingent upon satisfying the applicable off-street parking requirements in Section 508 of the *Village Zoning Bylaw No. 466, 2001*.
  - c) On Site Landscaping
    - (i) All landscaping to be installed on the said lands shall be in substantial compliance with the Landscape Plan prepared by KSalin Land Planning, dated March 8, 2018 attached to and forming a part of this Permit as **Schedule B** and the Cost Estimate shall be prepared by a BCSLA Landscape Architect.
    - (ii) All landscaped areas shall be provided with an irrigation program, the details of which shall be provided at the time of Building Permit.
    - (iii) The Permittee shall be responsible for maintaining the landscaping and irrigation program, in an orderly and responsible manner.
- 3) Prior to issuance of this Development Permit, the Permittee shall provide security in the form of Cash, Bond or an Irrevocable Letter of Credit in the amount of \$\_\_\_\_\_, which is equal to 120% of the estimated total cost of the required works (\$\_\_\_\_\_) to secure provision of the on-site landscaping. The Letter of Credit shall be received and kept in force until all the landscaping works are completed and installed to the satisfaction of the Village.
- 4) The Permittee shall complete all works and landscaping referenced in Item 3 (c) to the satisfaction of the Village within one (1) year from the date that the Permit has been issued. If the landscaping is not completed to the satisfaction of the Village within the required time the security deposit may be used to undertake the required landscaping. Extensions to the one (1) year time limit for the landscaping works to be completed may be applied for in writing thirty (30) days prior to the expiry date.



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- 5) There are no required works to off-site infrastructure, therefore no Servicing Agreement or Security Deposit are required.
- 6) The Permittee shall complete the Development to the satisfaction of the Village within two (2) years from the date that Council authorized the issuance of the Permit. If the Permittee does not commence the Development permitted by the Permit within one (1) year from the date of the issuance of the Permit, this Permit shall lapse and submission for a new Development Permit will be required.
- 7) This Permit is not a Building Permit. While development on the lands described in 2) of this Permit is subject to the conditions and requirements set out in this Permit, this Permit does not authorize development or any construction. Council reserves the right at any time prior to issuance of a Building Permit to alter the permitted use, density or conditions of use that affects the Lands.
- 8) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof.
- 9) Notice of this Permit shall be filed in the Land Title Office under Section 503 of the *Local Government Act RS2015*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by the Permit.

AUTHORIZING RESOLUTION FOR **2018-DP-081** PASSED BY COUNCIL the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

IN WITNESS THEREOF this Agreement has been executed under the seal of the Village of Pemberton, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

The Corporate Seal of the Village of Pemberton was here unto affixed in the presence of:

)  
)  
)  
)  
)

\_\_\_\_\_  
Mike Richman  
Mayor



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\_\_\_\_\_)  
)  
)  
)  
)  
)  
Nikki Gilmore  
Chief Administrative Officer

**STATEMENT OF INTENT**

Stephen Duke, having read and understood the terms and conditions of this Development Permit/Development Variance Permit, hereby agree to abide by such terms and conditions and to complete all of the requirements under this Development Permit /Development Variance Permit and in accordance with the Village Bylaws.

\_\_\_\_\_  
Derek Lee  
On behalf of  
Pemberton Mobile Home Park Ltd.

\_\_\_\_\_  
Date

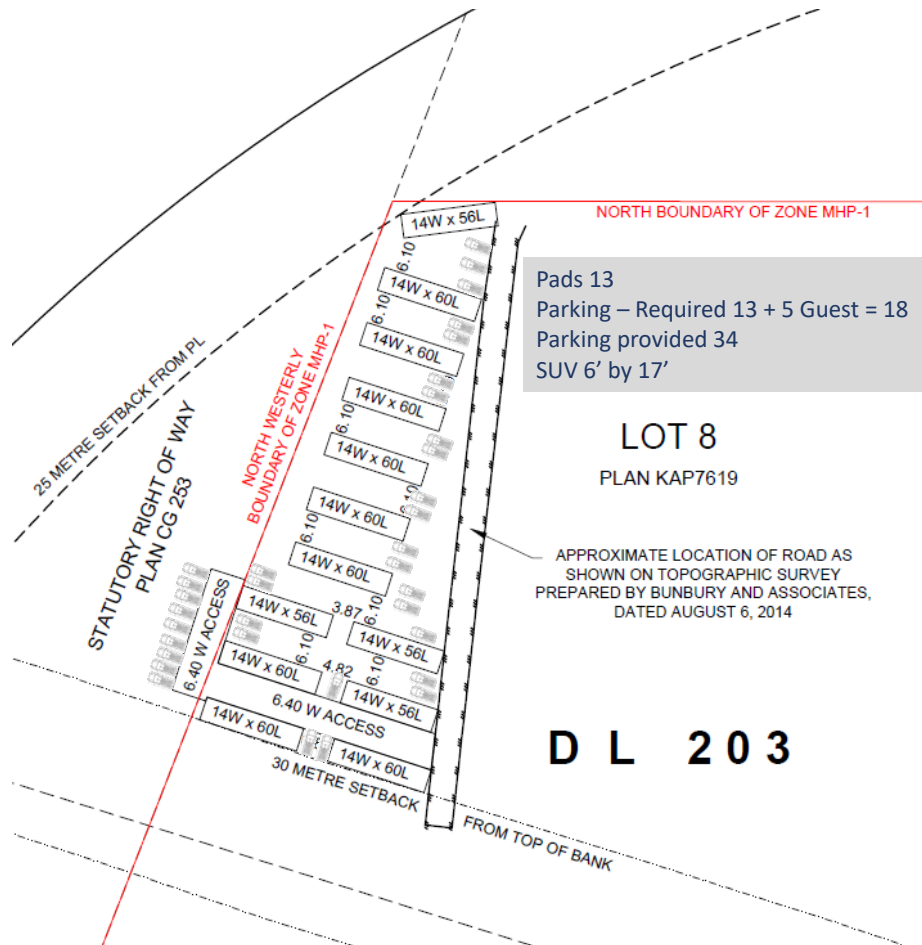
Attached: Schedules A, B, and C

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## Schedule A: Site Plan



**D L 203**

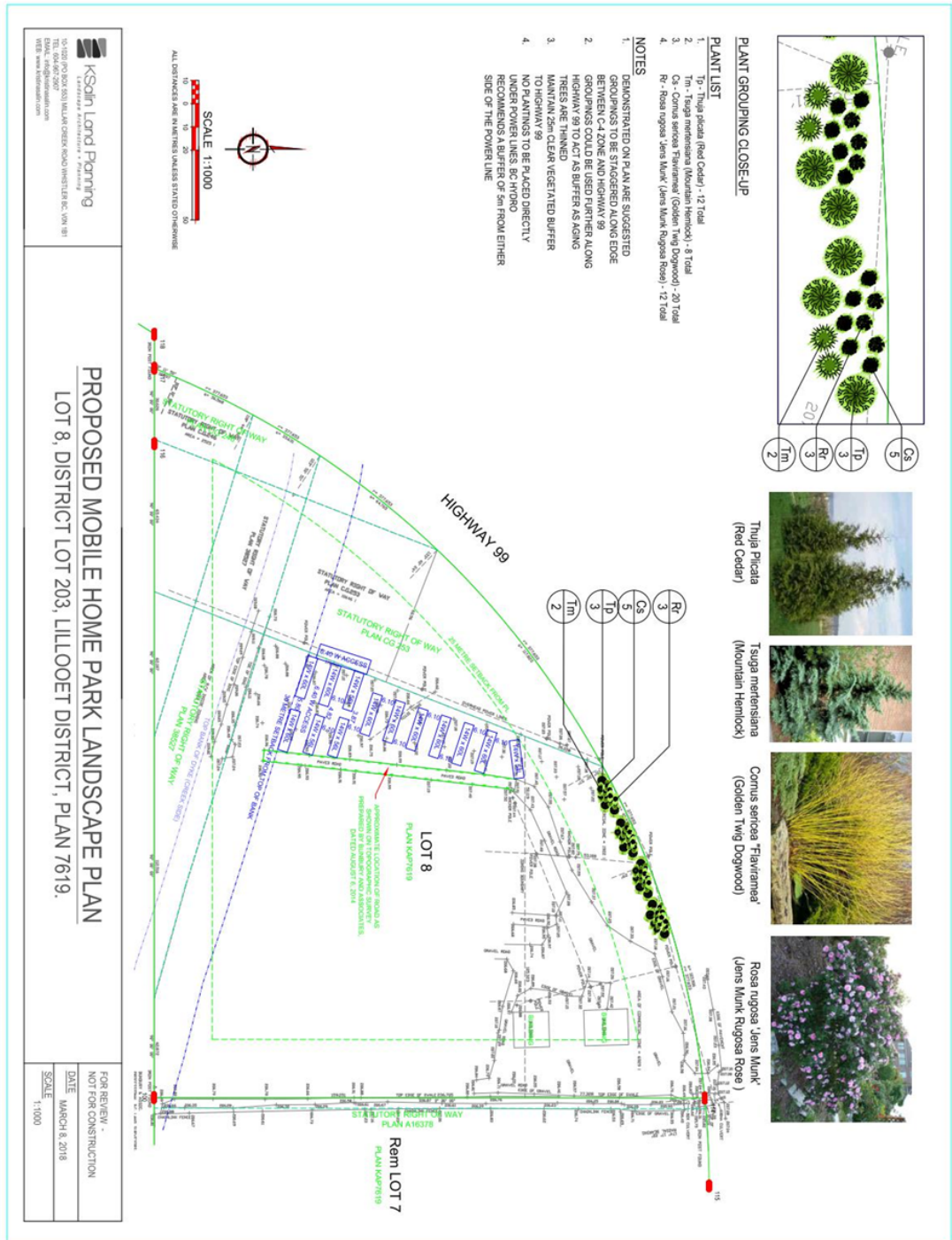


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## SCHEDULE B: Landscape Plan



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## Schedule C: Parking Plan



**Date:** June 25, 2019  
**TO:** Nikki Gilmore, Chief Administrative Officer  
**FROM:** Cameron Chalmers, Contract Planner  
**RE:** Variance to Road Standards (DVP No. 123)  
Subdivision and Development Control Bylaw No. 677, 2012

---

### **PURPOSE**

The purpose of this report is for Council to consider an application for Development Variance Permit No. 123 from Sunstone Ridge Developments to vary the road standards for the Hillside Development as required in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012. The road subject to the variance is an extension of Seven O’Clock Drive (Road “C”), which was previously varied by DVP No. 113, approved by Council on November 4, 2014.

### **BACKGROUND**

On November 4, 2014 Council approved a Development Variance Permit (DVP) for Sunstone Ridge Developments to permit alternate road standards to accommodate hillside development on Lot 4 and facilitate the subdivision of the subject lands for residential development. The subdivision has since been approved as Phase 1 of Sunstone and the road built is generally in accordance with the DVP granted. The developer chose to not exercise some of the permitted variances related to drainage and curb standards.

In May 2018, Sunstone Ridge Developments Ltd. made application on behalf of the owners of The Ridge to extend Seven O’Clock Drive into lands owned by The Ridge but accessed from the Sunstone end of Seven O’Clock Drive. The intent of the variance is to ensure the second stage of the road is constructed to the same standards as the previously constructed portion of the road, and to permit an excess length cul-de-sac.

Sunstone Ridge Developments Ltd. has a contractual relationship with the owners of The Ridge to develop the lands as part of the Sunstone development. A Tentative Approval Letter (TAL) for this phase of subdivision was approved by the Village’s Approving Officer on August 15, 2018 and contemplates an engineering design consistent with this DVP application. An extension has been requested by Sunstone and the Approving Officer will be extending the TAL.

### **DISCUSSION & COMMENTS**

As outlined in **Appendix A**, DVP No. 123 relates to the request for variances for public road standards contained in the Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012 for Seven O’clock Drive which is formerly described as Road C.

Seven O’clock Drive is presently under construction in accordance with alternate standards approved by Council through Development Variance Permit No. 113. At the time of issuance, Council authorized a number of variances to create an alternate hillside road standard and authorized the issuance. The constructed portion of the road has been built substantially in

accordance with the alternate standards. However, at detailed design, the developer elected not to construct the roads with the ditches authorized by DVP No. 113 and instead design and construct rollover curb and gutter drainage.

The current DVP No. 123 application is to replicate the same standards constructed in the first stage of Road C (Seven O’Clock Drive) for the second stage of Road C. The road is being developed in two stages as the second one is on lands owned by The Ridge but is only accessible from the Sunstone road network. See **Appendix A** for a Site Plan (schedule A of the DVP). Sunstone Developments Ltd. has reached an agreement to develop and acquire the lands and effectively consolidate the lands into the Sunstone development. Hence the extension of Road C (Seven O’Clock Drive) is now required, and the purpose of this application is to ensure a consistent road standard for the entire length of the road.

Accordingly, the following table of variances replicates the road standards previously approved for Road C (Seven O’Clock Drive):

Section	Width	Village Bylaw Standard	Proposed Variance	Applicant’s Variance Rationale
Section 6.3.2	Minimum ROW Width	20/21 m	18 m	<ul style="list-style-type: none"> <li>▪ consistent with Village standard for Urban Residential Cul-de-sac as depicted in drawing VOP-R06</li> <li>▪ proposed width is adequate to support proposed utilities</li> </ul>
Section 6.13.1 and 6.13.4	Sidewalk finishing and width	1.5-m paved walkway on road	1.0-m gravel behind curb and gutter	<ul style="list-style-type: none"> <li>▪ engineering traffic analysis indicates that proposed shared paved right-of-way for pedestrians, vehicles and vehicle traffic is suitable for expected low traffic volumes</li> <li>▪ gravel walkway is provided behind curb and gutter</li> </ul>
Section VOP R10	Street Parking	2.5 m paved lane on road	No Street Parking	<ul style="list-style-type: none"> <li>▪ engineering traffic analysis indicates that the minimum number of on-site parking spots required under Village bylaws is higher than the estimated peak parking demand, therefore street parking is redundant</li> </ul>
Section VOP R10	Total Asphalt Width	8.1/10.6 m	6.6-m	<ul style="list-style-type: none"> <li>▪ reduces road cross-section width thus reducing disturbance of natural vegetation</li> <li>▪ width is acceptable in other jurisdictions</li> <li>▪ maintains rural character</li> <li>▪ maintains consistency with adjacent roads</li> <li>▪ consistent with reduced road cross-sections and minimal impervious surfaces for Low Impact Design Standards</li> <li>▪ reduces costs to make project feasible</li> </ul>

The extension of Road C (Seven O’Clock Drive) will also generate the need for two additional variances to accommodate an excess length cul-de-sac. Excess length cul-de-sacs are common in hillside developments due to the topographic constraints. The application also eliminates the Bylaw requirement for a mid-block turnaround cul-de-sac.

		<b>Village Bylaw Standard</b>	<b>Proposed Variance</b>	<b>Applicant’s Variance Rationale</b>
Section 6.6.2	Maximum Cul-de-sac length	150 m	400 m	<ul style="list-style-type: none"> <li>▪ The Fire Chief has indicated that he does not require an emergency access provided the cul-de-sac bulb has a 35-foot radius for maneuvering of fire trucks. Sewer servicing corridors north and south of the cul-de-sac can be used as a form of emergency access</li> <li>▪ Roads D and E within Sunstone subdivision will have emergency access to the Farm Road East CN Rail Crossing in the event that any access issues arise with the Sunstone CN crossing.</li> <li>▪ Emergency access is not required in other similar situations within the Village of Pemberton</li> </ul>
Section 6.16.3v	Mid-Block turn arounds	Required	No requirement	<ul style="list-style-type: none"> <li>▪ The Bylaw wording is that a mid-block turnaround “should be considered”, and therefore the mid-block turnaround is not a “requirement”. It is felt that a mid-block turnaround will not be used on this length of road, and that the additional earthworks and retaining walls that would be required for a mid-block turnaround on the sloping hillside are not justified and are an unnecessary expense.</li> <li>▪ Mid-block turnarounds are not required in other similar situations within the Village of Pemberton.</li> </ul>

As the application is to ensure a consistent road standard for an approved road, Staff support the application. The excess cul-de-sac length is a common solution to hillside development challenges and the 400 metre length is not unreasonable relative to other hillside standards.

## **COMMUNICATIONS**

In accordance with the *Local Government Act RSBC 2015*, and the Village's procedural bylaw, notification of Council's consideration of the proposed development variance was mailed out to all adjacent property owners within 100 m of the subject property. No responses were received by the Village, either in favour or opposed to the variance.

## **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

## **IMPACT ON BUDGET & STAFFING**

All costs associated with the processing of this application, including Staff and Contractor's time, are recoverable from the applicant's fees as per the Village of Pemberton *Development Procedures Bylaw 725, 2013*, as amended from time to time.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Development Services Department.

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

A review of the application has no impact on other jurisdictions.

## **ALTERNATIVE OPTIONS**

The alternative option, which is not recommended by Staff, is to not approve the variance in its entirety or partially. Staff reviewed the application and supported the proposed variances subject to the mitigated requirements.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Providing a variance to the road standard is consistent with the Strategic Plan Priority 1: Economic Vitality to foster investment within the Village and Priority Three: Excellence in Service through the continuation of delivering quality municipal services by processing development applications efficiently.

## **RECOMMENDATIONS**

**THAT** Council issue Development Variance Permit No. 123 to establish alternate hillside road standards for Road C (Seven O'Clock Drive), Sunstone Ridge.

**ATTACHMENTS:**

Appendix A: Development Variance Permit No. 123

Prepared by:	Cameron Chalmers, Contract Planner
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



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**VILLAGE OF PEMBERTON  
Development Variance Permit 123  
Sunstone Seven O'clock Drive Road Standards**

Issued to: **Sunstone Ridge Developments Ltd.,  
Inc. No. BC857673**

File No.  
**DVP#: DVP123**

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

Address: **Lot B, Plan EPP 74427, DL 211, LLD (PID 030-259-053)**

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

Parcel Identifier: **030-259-053**

Legal Description: **Lot B, Plan EPP 74427, DL 211, LLD**

Civic Address: Not assigned, Seven O'Clock Drive.

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

- 3) Whereas the applicant has made application for subdivision to create 24 detached lots in compliance to that attached hereto, and forming a part of this Permit as shown on **Schedule A**;

And,

Whereas the Owner has made application to vary the Village of Pemberton Subdivision and Development Control Bylaw No 677, 2012;

Therefore, the Village of Pemberton Subdivision and Development Control Bylaw No 677, 2012 is hereby varied for the standards applicable to Seven O'Clock Drive as follows:



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Section	Item	Bylaw Standard	Proposed Variance
Section 6.3.2	Minimum ROW Width	20/21 m	18 m
Section 6.13.1 and 6.13.4	Sidewalk finishing and width	1.5-m paved walkway on road	1.0-m gravel behind curb and gutter
Section VOP R10	Street Parking	2.5 m paved lane on road	No Street Parking
Section VOP R10	Total Asphalt Width	8.1/10.6 m	6.6-m
Section 6.6.2	Maximum Cul-de-sac length	150 m	400 m
Section 6.16.3v	Mid-Block turn arounds	Required	No requirement

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

- 4) This Permit shall not have the effect of varying the use or density of the land specified in Village of Pemberton Zoning Bylaw No. 466, 2001 or a flood plain specification under s. 524 of the *Local Government Act RS2015*.
- 5) This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 6) Security Requirements: Nil
- 7) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof.
- 8) This Permit is not a building permit.
- 9) Notice of this Permit shall be filed in the Land Title Office at New Westminster under s. 503 of the *Local Government Act RS2015*, and upon such filing, the terms of this Permit or any amendment hereto shall

be binding upon all persons who acquire an interest in the Land affected by the Permit.

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Pemberton  
British Columbia  
CANADA  
V0N2L0

P. 604.894.6135  
F. 604.894.6136

[www.pemberton.ca](http://www.pemberton.ca)

**AUTHORIZED BY RESOLUTION PASSED BY THE VILLAGE COUNCIL THE**

**24th DAY OF June, 2018.**

---

Mike Richman, Mayor

---

Nikki Gilmore, Chief Administrative Officer

END OF DOCUMENT

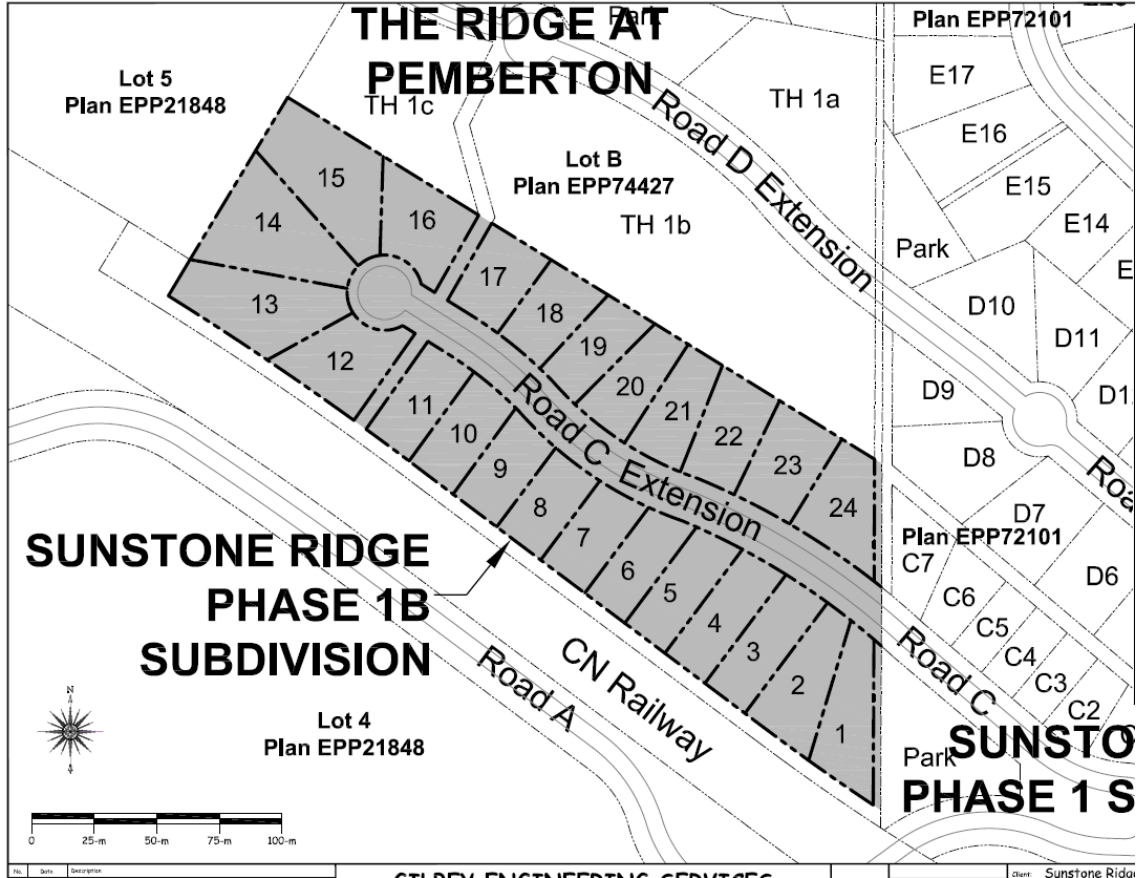
DRAFT

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

P. 604.894.6135  
F. 604.894.6136

www.pemberton.ca

## Schedule "A": Site Plan



## Schedule "B": Typical Cross Section

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

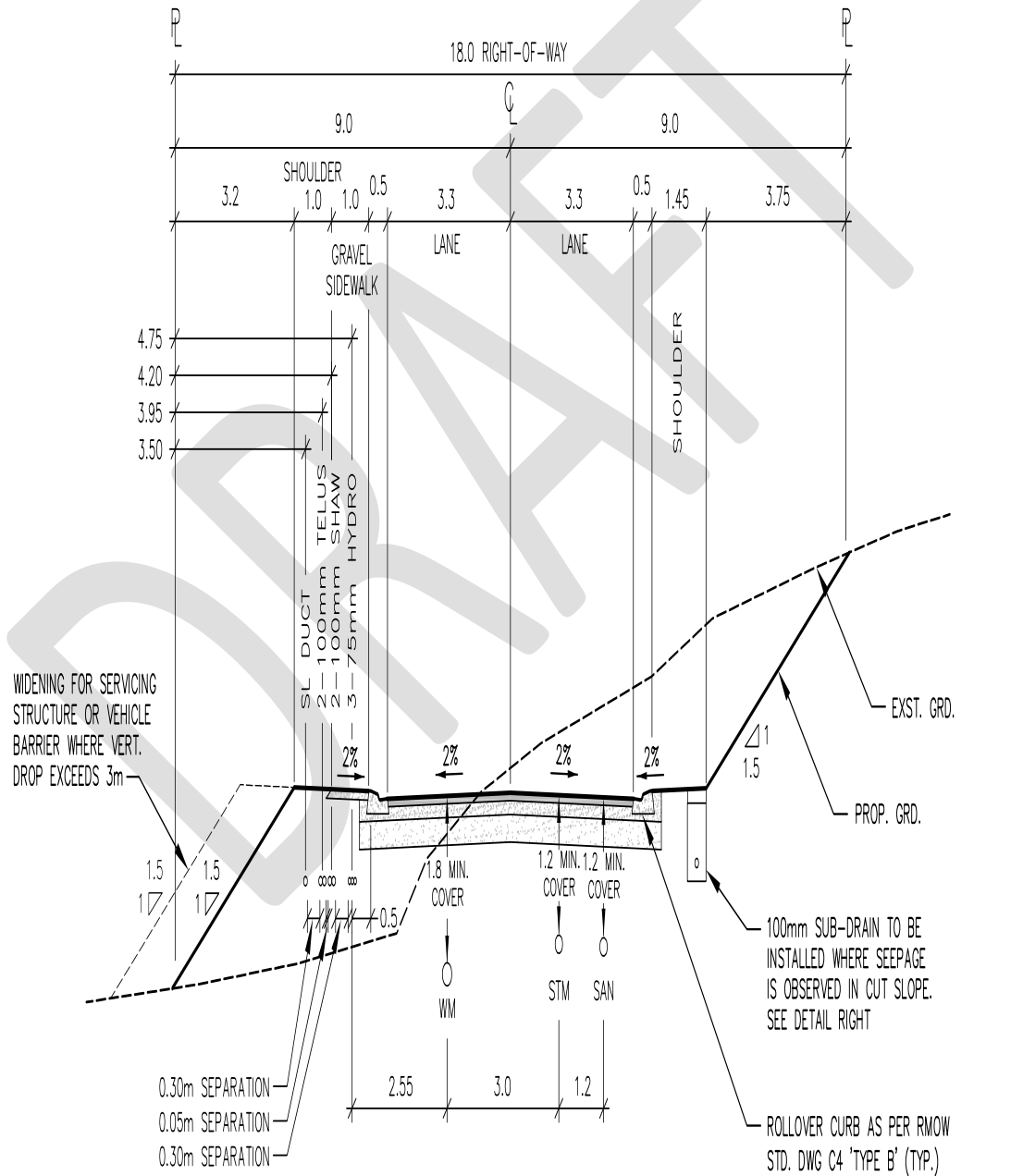
P. 604.894.6135  
F. 604.894.6136

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### ROAD STRUCTURE

40mm SURFACE LIFT ASPHALT PER MMCD (UPPER COURSE #2)  
45mm BASE LIFT ASPHALT PER MMCD (LOWER COURSE #2)  
100mm - 19mm MINUS CRUSHED GRANULAR BASE (CGB) COMPACTED TO 95% MMPDD  
300mm - 75mm MINUS CRUSHED GRANULAR SUB-BASE (CGSB) COMPACTED TO 95% MMPDD  
ROAD STRUCTURE PLACEMENT TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER

ALL DIMENSIONS ARE IN METRES



TYPICAL CROSS-SECTION  
ROAD C

**Date:** June 25, 2019  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance and Administration  
**Subject:** MFA Equipment Financing – Public Works Truck

---

### **PURPOSE**

The purpose of this report is to seek Council's approval to apply for short term equipment financing with the Municipal Financing Association (MFA) of BC, for the purchase of a Public Works Truck.

### **BACKGROUND**

As identified in the 2019 Public Works budget, a Public Works Truck is requested for towing and maintenance of Public Works Projects.

### **DISCUSSION AND COMMENTS**

MFA has an equipment financing program that takes the place of the former Leasing program. Loans under this short term borrowing program are available to municipalities under section 175 of the *Community Charter* – Liabilities under agreement.

Benefits of the programs are:

- Low interest rates based on the Canadian Dollar Offered Rate (CDOR) rate
- No fees or taxes
- Local Government retains ownership of asset
- Extra principal payments may be made at any time
- No penalties or fees for paying out early

Terms of the loan:

- Financing agreements having amortization periods between 1 - 5 years do not require approval from the public
- Variable interest rate with fixed payment schedule

As a planned capital expenditure in the 2019 Financial Plan, the Public Works Truck will cost \$3,191 in 2019 and can be accommodated in the current operating budget.

### **COMMUNICATIONS**

There is no communication requirement at this time.

**LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

**IMPACT ON BUDGET, POLICY, STAFFING**

The annual cost of equipment financing has been estimated on a five (5) year amortization schedule and can be accommodated in the 2019 Operating budget. The current borrowing rate set by MFA is 2.47% for equipment financing.

Public Works Truck Estimated Annual Costs:

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Payment</b>
2019	\$2,834.13	\$362.97	\$3,197.10
2020	\$5,778.11	\$603.97	\$6,382.08
2021	\$5,923.48	\$458.60	\$6,382.08
2022	\$6,070.62	\$311.46	\$6,382.08
2023	\$6,221.43	\$160.65	\$6,382.08
2024	\$3,675.66	\$26.49	\$3,194.96

**INTERDEPARTMENTAL IMPACT & APPROVAL**

The securing of the financing will be facilitated through the Department of Finance and Administrative Services.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There are no impacts on the region or neighboring jurisdictions.

**ALTERNATIVE OPTIONS**

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

**POTENTIAL GOVERNANCE CONSIDERATIONS**

Ensuring that the Village has the proper equipment necessary to perform municipal services is in keeping with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources.

**RECOMMENDATION**

**THAT** Council receives this report from the Chief Financial Officer, dated June 25<sup>th</sup>, 2019 regarding financing for the purchase of new Capital Equipment;

**AND THAT** Council of the Village of Pemberton authorizes up to \$30,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of a Public Works Truck;

**AND THAT** the loan(s) be repaid within five (5) years, with no rights of renewal.

Submitted by:	Lena Martin, Manager of Finance and Administrative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



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JUN 07 2019  
Village of Pemberton

May 24, 2019

File: 10280-60 (92G/09, 92G/16,  
92J/01, 92J/02,  
92J/07, 92J/08,  
92J/10, 92J/11,  
92J/12)

Mayor and Council  
Village of Pemberton  
PO Box 100  
Pemberton, BC V0N 2K0

Dear Mayor and Council:

The BC Geographical Names Office has received proposals from Lil'wat Nation correct the spelling of several features in the Pemberton area. At this time, we are inviting comments on two proposed name changes as detailed below and shown on the attached map:

1. *Change the name of Lillooet River to "Lil'wat River."*
  - The river flows SE through Lillooet (Lil'wat) Lake into Harrison Lake
  - "Lil'wat River" is the Ucwalmicwts name of the feature. Lillooet is an anglicization of Lil'wat (Advice from Lil'wat Nation, 2018).
  - The mouth of the river is located at: 49.122.14556, -122.14556
2. *Change the name of Lillooet Lake to "Lil'wat Lake."*
  - The lake is an expansion of Lillooet (Lil'wat) River, NW of Harrison Lake
  - "Lil'wat Lake" is the Ucwalmicwts name of the feature. Lillooet is an anglicization of Lil'wat (Advice from Lil'wat Nation, 2018).
  - The approximate centre of the lake is located at: 50.24583, -122.49611

These features are within or form a portion of the boundary of the traditional territory of several First Nations and are within or near the border of local governments, so it is important to ascertain a) if there are other known traditional names for these features, and b) that the proposed names reflect the heritage values in the area.

Before considering adoption of these names, may we have your advice and comments? In particular, is there any reason why these names would not be appropriate for these features?

.../2

RECEIVED

JUN 07 2019

Page 2

Village of Pemberton

Adoption of these names would not prejudice legitimate claims to the land.

Thank you in advance for your comments. Your response before 24 August 2019 would be appreciated.

Kind regards,



Carla Jack  
Provincial Toponymist  
Carla.Jack@gov.bc.ca  
778 698-4183

Enclosure

cc: Alpine Club of Canada - Whistler Section  
Association of Canadian Mountain Guides  
Avalanche Canada - Sea to Sky  
BC Mountaineering Club  
BC Parks  
Bridge River Indian Band  
Douglas First Nation  
Federation of Mountain Clubs of BC  
Fraser Valley Regional District  
Klahoose First Nation  
Kwantlen First Nation  
Laich-kwil-tach Treaty Society  
Recreation Sites and Trails BC  
Samahquam First Nation  
Search and Rescue - Pemberton  
Skatin Nation  
Squamish-Lillooet Regional District  
St'at'imc / Lillooet Tribal Council  
Stewardship Pemberton  
Sto:lo Nation/ Sto:lo Tribal Council  
Sts'ailes First Nation  
Tsilhqot'in National Government  
Water Licensing - South Coast





**Proposed Name**

**Proposed Name:** Liwat River

**Current Name:** Lilloet River

**Mouth of River:** 49.74722,

-122.14556

**NTS Maps:** 92G/9, 92G/16,

92J/1, 92J/7, 92J/8, 92J/10,

92J/12

**Proposed Name:** Liwat Lake

**Current Name:** Lilloet Lake

**Centre of Lake:** 50.24583,

-122.49611

**NTS Maps:** 92J/1, 92J/2,

92J/7, 92J/8

0 20.32 40.64 km

1: 1,000,000

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**CAUTION:** Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. **DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.**

Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

**Key Map of British Columbia**



June 6th 2019

Leala Selina

[REDACTED]  
Pemberton, BC.

Dear Mayor and Council of Pemberton, BC,

I am writing this letter regarding a request to adjust the speed limit on highway 99 from the town of Pemberton to Mount Currie BC.

I grew up in Pemberton and graduated from Pemberton Secondary High School in 2005, my family has resided in Pemberton for eighteen years. Last year I relocated from Ontario back to my true home Pemberton BC. Since adjusting back to life in Pemberton, I feel some adjustments are in need of being brought to your attention on highway 99.

Many years ago, the volume of traffic on highway 99 was much less than it is today. I am happy to see much needed developments taking place such as the friendship trail to help protect walkers and bikers commuting from Mt Currie to Pemberton. However, the danger of the highway is growing immesley, living right by the highway I see a variety of wildlife on a daily basis, from roaming cows and horses to bears, deer, dogs and of course many commuters on foot and bicycles which are all accompanied by speeding vehicles of all shapes and sizes. This provides great danger to our wildlife and local commuters. There are many residential homes along this highway with children and pets that have experienced much of the same issues I am outlining. I believe this is why the friendship trail project commenced in the first place and upon completion, the trail solves only one of these issues. Although it will protect on foot commuters, it does not slow down motorized vehicles nor does it protect animals from being hit or minimize motorized vehicle collisions.

Only a few years ago members of my family had to bear witness to a most tragic event where two horses were severely injured from a head on collision with a speeding car, their injuries were fatal, graphic and these animals suffered immensely before anyone was able to prevent them from suffering. A car was totaled, a woman was injured and I believe this could have been prevented. This is only one of the many tragedies that take place along this section of this highway per year. I am aware of the ongoing issue of roaming animals and that attempts have been made to put a stop to this with no avail.

I pose to you, as the council and mayor of Pemberton BC that we change the speed limit to 60 kilometers/hour instead of 80 kilometers an hour from the town of Pemberton to Mt Currie. I also request this to be accompanied by abundant signage warning drivers passing through that they are entering an area of heavily populated wildlife, commuters and residential areas, warning them to abide by the speed limit due to potential upcoming danger.

The growth of Pemberton is unstoppable and the days when I would ride by bike to school and personally know most of the cars passing by are long gone, I think in many ways sharing the beauty and lifestyle of where we live is a positive shift for the community and economy of Pemberton. I therefore wholeheartedly believe that in order to protect our

locals, wildlife and prevent danger along this residential highway, these shifts would only benefit everyone. I am happy to get signatures from locals to help initiate the process. I look forward to hearing from you.

Many thanks,

Leala Selina

**From:** [REDACTED] > **On**  
**Behalf Of** [REDACTED]  
**Sent:** June-19-19  
**To:** Sheena Fraser <sfraser@pemberton.ca>; Nikki Gilmore <ngilmore@pemberton.ca>; Elysia Harvey <Eharvey@pemberton.ca>  
**Subject:** Website Submission: Write to Mayor & Council - https:pemberton.ca

**Form Submission Info**

**First Name:** Chris

**Last Name:** Brown

**Street Address:** [REDACTED]

**PO Box:**

**Town/City:** Pemberton

**Province:** BC

**Postal Code:** V0N2L0

**Phone Number:** [REDACTED]

**Email:** [REDACTED]

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

**Message to Mayor & Council:** Hi, I am writing to request to lower the highway speed limit between the Plateau and the Industrial Park on route 99 from 80 kmh to 60 kmh. There are way too many pets, wild animals, horses, pedestrians, bikes and hidden driveways to sustain a safe speed limit of 80. I personally drive about 60 through this section and it seems to be fast enough.



RECEIVED



June 1, 2019

JUN 11 2019

Dear Mayor and Members of Council: Village of Pemberton

**The 2019 Community Recognition Awards Call for Nominations is now open!**

I invite your community to identify a recently completed civic building or structure with wood use (either architecturally or structurally), and submit your nomination for the 2019 Community Recognition Awards, to be presented at the UBCM convention in Vancouver this fall. The awards are presented annually to local governments that advocate for using wood in a local project, or through visionary initiatives that work toward building a community culture of wood. Wood use in public buildings brings pride to BC towns and cities, leaves a lasting legacy and celebrates BC's wood culture.

If you are thinking of a new project, there has never been a better time to take advantage of the many benefits wood has to offer.

**Why wood? Wood is good!**

Wood is also the best choice for the environment, as nothing can make a green building 'greener' than optimizing the use of wood, which has a smaller carbon footprint than other building materials. Wood also benefits occupants in the indoor environment. Research has shown people thrive when working and learning in beautiful and high-quality spaces finished with natural materials like wood.

**What's new in the world of wood? Consider the advantages and possibilities.**

Wood WORKS! BC and the Canadian Wood Council are here to offer our technical expertise, training and education to help your local government realize a lower carbon footprint, competitive building costs, and comfortable, high-performance and effective spaces for your community. Please call me if you are ready to move forward with a new civic project. I can provide information on the professional technical services Wood WORKS! BC offers to your project teams, FREE of charge.

The Wood WORKS! BC Community Recognition Awards program is your opportunity to showcase your community and a wood project that has brought pride to your citizens.

**Submit your nomination today! [www.wood-works.ca/bc](http://www.wood-works.ca/bc)**

Regards,

Lynn Embury-Williams  
Executive Director  
Wood WORKS! BC  
1 877 929 9663 – ext. 1  
[lembury-williams@wood-works.ca](mailto:lembury-williams@wood-works.ca)

PS Please note that nominations are only open to local governments and their projects. Projects must have been completed within the last three years and built in whole or part with local government funds. Self-nominations are accepted and encouraged.

**Deadline for nominations: Friday, August 30, 2019**

# About Wood *WORKS!* BC



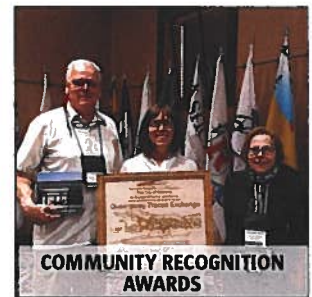
**WOOD SOLUTIONS  
CONFERENCES**



**WOOD DESIGN  
LUNCHEON CONFERENCES**



**IN-HOUSE SEMINARS**



**COMMUNITY RECOGNITION  
AWARDS**



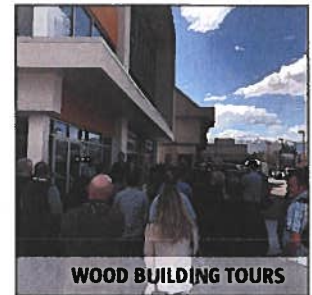
**WORKSHOPS**



**WOOD DESIGN AWARDS**



**TECHNICAL SUPPORT**



**WOOD BUILDING TOURS**

Wood *WORKS!* is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and building systems. Through conferences, workshops, seminars and case studies, Wood *WORKS!* provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout BC. For more than 20 years, Wood *WORKS!* BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Wood *WORKS!* BC has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood *WORKS!* BC is a recognized resource to help BC communities build with wood and fulfill provincial aspirations to be the first and best customers of our forest products, and our expertise is available free of charge.

## Wood *WORKS!* BC: Services to Local Governments

### Free Technical Advice

- structural, fire, seismic, acoustic, envelope, architectural, building performance

### Community Outreach

- local government liaison and wood design support
- provincial government consultation and collaboration
- industry association partnerships and consultation

### Sourcing Wood Products and Building Systems

### Professional Development/Liaison

- Architectural Institute of BC, Engineers and Geoscientists British Columbia, BC Housing, Building Officials Association of BC

### High Performance Building Support

- advancing low embodied and low operational carbon buildings in your community

From: Shannon Story <[sstory@lmlga.ca](mailto:sstory@lmlga.ca)>

Sent: June 14, 2019 1:55 PM

To: [jcrompton@whistler.ca](mailto:jcrompton@whistler.ca)

Subject: Lower Mainland Local Government Association 2019 Resolutions Disposition

FOR DISTRIBUTION TO MAYOR AND COUNCIL(body of email and one attachment)

Thanks to everyone that attended our Annual Conference and AGM in beautiful Harrison Hot Springs from May 8-10th.

Attached please find the Final 2019 Lower Mainland LGA Resolutions Disposition that has been sent to UBCM to go forward to the UBCM Convention in September.

Please mark your calendar for Thursday, November 28th for the one day CivX event to be held in the Asia Pacific Hall at the Simon Fraser University Wosk Centre for Dialogue. More details to come shortly!

Shannon Story  
Executive Director  
Lower Mainland Local Government Association



# LOWER MAINLAND

## LOCAL GOVERNMENT ASSOCIATION

# 2019 RESOLUTIONS DISPOSITION

### Abbreviation Key:

**ER** = Executive Resolution – resolution proposed by the LMLGA Executive

**RR** = Referred Resolution – resolution referred back from UBCM from the previous year

**R** = Resolution – resolution received from the membership by the deadline

**OF** = Resolution off The Floor of the Convention

## **PART 1 – LMLGA EXECUTIVE RESOLUTIONS**

The Lower Mainland LGA Executive has proposed one resolution for consideration by the membership.

### **ER1 Call to Action On Global Climate Emergency**

**LMLGA Executive**

Whereas the earth's global climate has now tipped into an arguably irreversible and critical path, bringing unprecedented weather extremes and causing catastrophic loss of life and costly damage to property, crops and livestock,

And whereas these extremes are challenging the habitability of vast regions of the earth due to rising oceans, repetitive flooding, drought and wildfire devastation,

And whereas an unprecedented and rapid rise in the extinction of our planets species of plants, animals and indigenous cultures is causing an irreversible biodiversity crisis which is further accelerating the catastrophic impact to our planet,

And whereas the collapse of ecosystems threatens all life on earth,

And whereas the United Nations International Panel on Climate Change concluded that current levels of the greenhouse gases carbon dioxide, methane, and nitrous oxide in our atmosphere are higher than at any point over the past 800,000 years, and their ability to trap heat is changing our climate in multiple ways.

Therefore be it resolved that LMLGA supports a call to action and asks all levels of Government **(including local government)** to **adopt climate emergency motions and** to take dramatic steps toward the protection of biodiversity and to accelerate the reduction in greenhouse gas emissions, which are a primary cause of this climate emergency.



ON MOTION, as amended, was ENDORSED

## **PART 2 – REFERRED RESOLUTIONS**

UBCM has referred one late resolution from the 2018 UBCM Convention to the 2019 resolutions cycle for consideration by Lower Mainland LGA members.

### **RR1 BCEHS Dispatching Protocols**

**Port Moody**

Whereas local governments have recently been made aware that BCEHS has implemented a new process, the clinical response model for assigning paramedics, ambulances, and other resources to 911 calls, and as part of this new process, BCEHS has decided that in some cases depending on the condition of the patient, it will no longer require the support of other first responder agencies such as fire rescue services;

And whereas fire rescue staff are well equipped to provide support to first responders, this ten minute window is a critical period of time and the condition of the patient can be deteriorating or the illness or injury can be more serious than first thought:

Therefore be it resolved that the **Ministry of Health be asked to work with first responders and municipalities to ensure the clinical response model incorporates protocols for dispatch of all first responders to provide pre-hospital care to calls from which attendance of any first responder has a positive impact on patient care.** ~~BCEHS be asked to revise the Clinical Response Model to ensure that other first responder agencies, such as fire rescue services, that provide pre-hospital care, are utilized for all Orange and Yellow calls because:~~

- ~~• these call types often involve a patient whose condition is deteriorating;~~
- ~~• these call types can be under reported or improperly coded;~~
- ~~• patient comfort is important and should not be excluded from consideration when a dispatcher is deciding whether to forward a call to another agency; and~~
- ~~• all patients deserve the best possible care.~~

**And be it further resolved that the Ministry incorporate the recommendations as identified by the Municipal Auditor General in the report titled Access to Emergency Health Services dated February 2019.**

ON MOTION, as amended, was ENDORSED

## **PART 3 – RESOLUTIONS RECEIVED BY THE DEADLINE**

Members of the Lower Mainland LGA submitted the following resolutions by the deadline for consideration by the membership.

### **Resolutions for Debate**

Resolutions to be considered individually.

## **LEGISLATIVE**

### **R1 Management of Provincially Regulated Utilities in Municipal Highways**

**Coquitlam**

Whereas, under the *Community Charter*, the soil and freehold of every highway is vested in the municipality and a municipal Council may regulate and prohibit in relation to all uses of or involving a highway but subject to the *Utilities Commission Act* and to all orders given under that Act;

And whereas, the British Columbia Utilities Commission has full and exclusive jurisdiction to hear and determine any matter within its authority under the *Utilities Commission Act* and permits provincially regulated pipelines to be located within municipal highways despite objections from municipalities that the pipelines can hinder the ability of municipalities to manage highways and other utilities that use highway corridors;

And whereas, the urban landscape in the Lower Mainland has changed significantly since the development of the provincial utility regulators, absent of modernization which enables local governments to oversee the orderly use of municipal roads, resulting in unforeseen jurisdictional disagreements and a lack of clarity over regulatory functions:

Therefore be it resolved, that the Province, with the assistance of UBCM, undertake a holistic review of the regulatory framework surrounding provincial utility undertakings and update legislation accordingly to enable a collaborative approach to planning and managing civic infrastructure corridors.

**ON MOTION, was ENDORSED**

### **R2 Council Meeting Chairing Opportunities for Councillors**

**Pitt Meadows**

Whereas the *Community Charter*, section 116 item 2.c, stipulates that it is the mayor's responsibility to preside at council meetings when in attendance;

And whereas the *Community Charter*, section 130, requires that councillors be prepared to fulfill the mayor's role in his/her absence, including presiding over council meetings, thus making it prudent that municipalities create learning opportunities for councillors to develop their leadership skills and gain confidence in meeting protocols and procedures:

Therefore be it resolved that the Province of BC be encouraged to consider an amendment of section 116 of the *Community Charter* to allow for councillors to periodically preside at council meetings when the mayor is in attendance for the purposes of learning, professional development, and as a practice of good government.

**ON MOTION, was ENDORSED**

## **COMMUNITY SAFETY**

### **R3 Wildfire Smoke**

**Harrison Hot Springs**

Whereas wildfire smoke is increasingly present in and around the ~~Village of Harrison Hot Springs~~ **Province of BC** during the summer months;

And whereas wildfire smoke negatively impacts human health and the public's comfort and ability to enjoy the natural beauty of ~~Harrison Hot Springs'~~ **the Province of BC's** parks and beaches, which has a negative impact to the economy of our ~~Province Resort Municipality~~:

Therefore be it resolved that the Province take a more proactive role in assessing risks associated with exposure to wildfire smoke and create decision making tools to assist communities in determining what measures should be taken to mitigate those risks.

**ON MOTION, as amended, was ENDORSED**

### **R4 Money Laundering Counter-Measures in Casinos**

**Delta**

Whereas there is credible evidence that links casinos in British Columbia to organized crime and money-laundering on a very large scale;

And whereas the current regulatory and monitoring system has failed to stop money fraud in BC casinos:

Therefore be it resolved that the BC Government be requested to take immediate steps to address money laundering in casinos, and to undertake an evaluation of cashless gaming systems, whereby account-based card technologies are used to verify player identity and track gambling transactions on all gaming devices.

**ON MOTION, was ENDORSED**

## **ELECTIONS**

### **R5 Fresh Voices #LostVotes Campaign**

**New Westminster**

Whereas the Province of British Columbia has the governing authority to implement electoral legislative changes including allowing for Permanent Residents to vote in municipal elections; and

And whereas more than 45 countries have granted Permanent Residents some form of voting rights — including seven jurisdictions in the US and 25 European Union countries; and 11 municipalities in Canada are working toward extending local election voting rights to Permanent Residents:

Therefore be it resolved that UBCM request the Province of British Columbia make the necessary changes to allow Permanent Residents to vote in municipal elections in municipalities in British Columbia.

## ON MOTION, was ENDORSED

### R6 Support for Fresh Voices Campaign

Port Moody

Whereas the Province of British Columbia has the governing authority to implement electoral legislative changes including allowing for Permanent Residents to vote in municipal elections;

And whereas more than 45 countries have granted Permanent Residents some form of voting rights— including seven jurisdictions in the US and 25 European Union countries; and 11 municipalities in Canada are working toward extending local election voting rights to Permanent Residents;

Therefore be it resolved that the Province of British Columbia make the necessary changes to allow Permanent Residents to vote in municipal elections in Port Moody and other municipalities.

## ON MOTION, was ENDORSED

### R7 Removing Cap on Candidate Contribution to Their Own Campaign

Langley City

Whereas under the *Local Elections Campaign Financing Act* (LECF), candidate contribution limits have been established which now put a cap on how much a candidate may contribute to his or her own campaign;

And whereas candidates who wish to fund their own campaigns without seeking external campaign contributions are now extremely limited in how much they can spend on their campaigns:

Therefore be it resolved that the province amend the *Local Elections Campaign Financing Act* to **raise the cap on how much a candidate may contribute to his or her own campaign from \$1,200 to \$5,000 per year.** ~~eliminate the cap on how much a candidate may contribute to his or her own campaign so that candidates may, if they so desire, contribute their own funds up to the allowable campaign expense limit.~~

## ON MOTION, as amended, was ENDORSED

## TRANSPORTATION

### R8 #AllOnBoard Campaign

New Westminister

Whereas the City of New Westminister has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most

common reasons for missing medical appointments and a significant barrier to social inclusion and labour market inclusion for low income adults and youth;

And whereas the #AllOnBoard campaign, concerned agencies in New Westminster and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of New Westminster the direct harm that is brought to them through the bad credit ratings they develop through fare evasion ticketing, as they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines;

And whereas the City of New Westminster and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided by the City of New Westminster and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies:

Therefore be it resolved that the City of New Westminster endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the TransLink Board of Directors, the Ministry of Municipal Affairs and Housing, and the Ministry of Social Development and Poverty Reduction asking TransLink **and BC Transit** to work with the provincial government regarding funding and developing a plan that will provide free public transit for minors (ages 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile;

And be it further resolved that the City write separate letters to the Mayors' Council on Regional Transportation and to the TransLink Board of Directors asking them to 1) require TransLink **and BC Transit** adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service of transit, and 2) to request TransLink **and BC Transit** immediately and without delay amend existing by-laws and cease ticketing all and any minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, and allow low-income adults to access community service and/or culturally appropriate restorative justice community service as an alternative to the financial penalty of a fare evasion ticket;

And be it further resolved that the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2018 LMLGA convention and subsequent UBCM convention.

## ON MOTION, as amended, was ENDORSED

### R9 #AllOnBoard Campaign

Vancouver

Whereas the lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion, access to social services and labour market inclusion for low income adults and youth;

And whereas the #AllOnBoard Campaign has demonstrated the direct harm that is brought to low income adults and youth due to fare evasion ticketing, resulting in bad credit ratings because of unpaid fines:

Therefore be it resolved that TransLink be requested to adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service;

And be it further resolved that the Mayors' Council on Regional Transportation and TransLink, immediately and without delay, amend existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth (aged 0-18);

And be it further resolved that TransLink adopt a poverty reduction mandate based on non-stigmatizing affordability measures, including unlinking fare evasion fines from the Insurance Corporation of British Columbia and infrastructure expansion; and the introduction of community service and restorative justice options for adults as an alternative to fare evasion tickets.

## ON MOTION, was ENDORSED

### **R10 Support for the #AllonBoard Campaign**

**Port Moody**

Whereas the City of Port Moody has recognized and has demonstrated over the past years its commitment to the health of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and is a significant barrier to social inclusion;

And whereas Port Moody and other municipalities donate to charities which then, out of necessity, pay for transit passes and sometimes fines for low-income individuals, including minors;

Therefore be it resolved that the #AllonBoard Campaign be endorsed and the TransLink Mayors' Council, the Ministry of Municipal Affairs and Housing, and the Ministry of Social Development and Poverty Reduction be asked to work with the provincial government and local governments to develop a plan that will provide free public transit for minors (ages 0-18), free transit for people living below the poverty line (as identified by market basket measure, in line with the BC poverty measures), and reduced price transit based on a sliding scale for all low-income people regardless of their demographic profile.

## ON MOTION, was ENDORSED

### **TAXATION**

### **R11 Tax Credit for Local Government Election Candidate Campaign Contributions**

**Langley City**

Whereas tax credits are available for campaign contributions made to candidates in provincial and federal elections but are not available for campaign contributions made to candidates in local government elections;

And whereas there is not the same incentive for individuals to contribute to local government election campaigns as there is for provincial and federal election campaigns:

Therefore be it resolved that the *Income Tax Act* [RSBC 1996] Chapter 215 be amended to provide for the issuance of tax credits for campaign contributions made to candidates in local government elections.

## ON MOTION, was ENDORSED

### **ENVIRONMENT**

#### **R12 *Water Sustainability Act* Section 11 Change Approvals Review Times**

**Delta**

Whereas the Province administers and processes *Water Sustainability Act* Section 11 Change Approvals ('Change Approvals') to authorize users to make complex changes in and about a stream;

And whereas the Province no longer commits to completing Change Approval reviews within 140 days of receipt of the application, causing excessive delays that result in increased project costs, missed funding opportunities and uncertainty in project timelines:

Therefore be it resolved that the Province must re-commit to processing Change Approvals within 140 days of receipt;

And be it further resolved that the Province provide adequate funding and staffing to fulfill the target review period of 140 days.

## ON MOTION, was ENDORSED

#### **R13 Greenhouse Gas Limits for New Buildings**

**Port Moody**

Whereas climate change is recognized to be an urgent concern requiring rapid decarbonization of energy across all sectors, including buildings, in order to achieve 45% GHG emissions reductions by 2030 and net-zero GHG emissions by mid-century, as noted by the IPCC Special Report on 1.5C;

And whereas the British Columbia Energy Step Code establishes targets for increasing energy efficiency of new construction, but these may not result in the necessary levels of GHG emissions reductions to support local government GHG reduction targets nor BC's legislated GHG emissions reduction targets;

And whereas new buildings can last for many decades and are difficult, expensive, and disruptive to retrofit for renewable energy after construction;

And whereas near-zero GHG emissions mechanical systems are well proven and can be cost effectively incorporated in new buildings, while also improving efficiency;

Therefore be it resolved that the Province include GHG limits for new construction as an enforceable element in Division B of the British Columbia Building Code, including a pathway to achieve zero GHG emissions for new construction in a timeline commensurate with the science of climate change and BC's reduction targets;

And further be it resolved that the Province’s goal in the CleanBC Plan to “make every new building constructed in BC “net-zero energy ready” by 2032” be revised to “make every new building constructed in BC “zero emissions” and “net-zero energy ready” by 2032”.

## ON MOTION, was ENDORSED

### **R14 Ramping Up Lower Mainland BC Climate Action in Response to the Climate Emergency Squamish**

Whereas the detrimental effects of climate change are more and more evident in BC, Canada and the rest of the world;

And whereas the world is currently on track for a more than 3°C warming based on policies currently in place, and those policies will need to be strengthened significantly to limit warming to 1.5°C, based on recommendations of the Intergovernmental Panel on Climate Change;

**And whereas both the provincial and federal governments have been advancing climate emergency response through Clean BC and the Pan-Canadian Framework on Clean Growth and Climate Change respectively:**

Therefore be it resolved that the **local, regional**, provincial and federal governments be urged to both recognize the climate change emergency and accelerate their efforts to fight climate change at levels that match the urgency of the issue;

And be it further resolved that the provincial government establish a remaining carbon budget for all public and private sector emissions commensurate with limiting warming to 1.5°C and report annually on the expenditure of the Province’s remaining carbon budget;

And be it further resolved that the provincial government form a “Climate and Equity” working group to provide guidance and support a transition off of fossil fuels in ways that prioritize those most vulnerable to climate impacts and most in need of support in transitioning to renewable energy.

## ON MOTION, as amended, was ENDORSED

### **LAND USE**

#### **R15 Restricting Cannabis Cultivation on Agricultural Land Reserve**

**Delta**

Whereas improving food security is a high priority for most British Columbians;

And whereas the legalization of cannabis in 2018 has prompted many greenhouse operators to replace food crops with cannabis:



Therefore be it resolved that the provincial government be requested to establish a cap on the number of licences issued for cannabis facilities in agricultural communities in order to protect food security in British Columbia.

## ON MOTION, was ENDORSED

### **R16 Outstanding Statutory Rights of Way**

**Delta**

Whereas there are many situations throughout BC where municipal utilities are located within private property and no associated statutory right of way or easement was registered against title to the property in the Land Title Office at the time of installation many years ago;

And whereas municipalities are often responsible for or are willing to assume responsibility for these utilities within private property because they are of benefit to the public and essential to the operation and maintenance of municipal services:

Therefore be it resolved that that the provincial government work with local governments to develop legislation that would permit the registration of statutory rights of way to resolve historic issues with unregistered statutory rights of way or easements for municipal utility works located within private properties in an expeditious and cost-effective manner.

## ON MOTION, was ENDORSED

### **R17 Cost Subsidies for the Termination of Land Use Contracts**

**Port Moody**

Whereas the requirements set out by Province of British Columbia in its Bill 17 (2014) regarding Land Use Contract Terminations create significant workload burden for municipalities;

Therefore be it resolved that the Province of British Columbia be requested to provide funding to municipalities to cover additional Planning Department workload associated with executing the requirements of Bill 17 (2014).

## ON MOTION, was ENDORSED

### **R18 Funding for BC Parks Management**

**Pemberton**

Whereas the negative impacts to lower mainland Provincial parks and Crown Land recreation areas continue to occur due to increasing tourism and limited funding;

Therefore be it resolved that that the Province be requested to allocate additional funding to managing BC Parks, specifically Joffre Lakes Provincial Park, and Crown Land recreation areas in the Sea to Sky Corridor and Lower Mainland.

## ON MOTION, was ENDORSED

### SELECTED ISSUES

#### **R19 Creation of Office of the Renters Advocate**

**New Westminster**

Whereas the retention of residential tenancy is having a critical impact on the security and stability of residents, seniors and families throughout the province of British Columbia;

And whereas the retention of workers in all sectors of our local economy is visibly linked to shelter affordability;

And whereas previous provincial government policies or lack thereof are clearly a contributing factor to the current situation of rental sustainability and home ownership affordability;

And whereas many local governments struggling to address this crisis have limited resources or powers to be able to adequately develop sustainable solutions to this problem:

Therefore be it resolved that the LMLGA and UBCM seek support of the Provincial Government to create an Office of The Renters Advocate, to monitor and analyzes renters' services and issues in BC, and make recommendations to government and service providers to address systemic issues caused by rental shortages, renovictions, demovictions and housing affordability.

## ON MOTION, was ENDORSED

#### **R20 Request for First Nations Participation on Commissions**

**Pemberton**

Whereas the Village of Pemberton, in partnership with the regional district, other local governments, and First Nations in the Sea to Sky area are working collaboratively to develop a regional transit commission to establish a regional transit system to connect Mt. Currie to Metro Vancouver;

And whereas the current provincial transit commission model does not allow for representation from First Nations which does not allow for an equal representation or an equitable decision making platform process: Therefore be it resolved that the Province of British Columbia amend the legislation respecting the representation on commissions to include First Nations.

## ON MOTION, was ENDORSED

#### **R21 Support of Indigenous Court System**

**New Westminster**

Whereas the rate of Indigenous men and women in the Canadian Federal and Provincial criminal incarceration systems is disproportionately high; and

And whereas 3% of the population identify as Indigenous and the Indigenous population in our prison system is 27% men and an alarming 38% women; and

And whereas cultural and spiritual reconnection is facilitated through the guidance of Indigenous Elders and families and the Indigenous Court:

Therefore be it resolved that UBCM, FCM and LMLGA lobby the Canadian Federal and Provincial Governments to fund and expand the Indigenous Court System.

**ON MOTION, was ENDORSED**

### **Consent Agenda**

The Lower Mainland LGA Executive recommends endorsement of all the resolutions contained in the Consent Agenda Block.

### **COMMUNITY SAFETY**

#### **R22 Funding for Climate Change Adaptation - Flood Protection**

**Delta**

Whereas flood protection works are deficient in many areas throughout the Province of British Columbia and, in many areas, are adjacent to Wildlife Management Areas or environmentally protected areas;

And whereas climate change is increasing the risk of flooding in many coastal communities due to long term sea level rise;

And whereas there are limited funds to address long term dike improvement works:

Therefore be it resolved that senior levels of government work with local governments to fund and assist in implementing a streamlined approvals process for long term flood protection adaptation programs.

**ON MOTION, was ENDORSED**

#### **R23 BC Search and Rescue Funding Model**

**Squamish**

Whereas British Columbia's Search and Rescue volunteer organizations provide an indispensable service and demand for Search and Rescue is increasing, in part, as a result of rising recreation tourism driven by Destination BC's marketing campaign Super, Natural British Columbia;

And whereas British Columbia Search and Rescue Association (BCSRA) has requested a predictable and sustainable funding model from the Province since 2013, but there is no such funding in the 2019 provincial budget:

Therefore be it resolved that UBCM petition the Province to work with BC Search and Rescue Association to identify and implement a sustainable funding model.

## ON MOTION, was ENDORSED

### TRANSPORTATION

#### **R24 BC Rail Properties**

**Squamish**

Whereas BCR Properties Ltd. owns surplus lands not required for railway and port operations and has a mandate to dispose of those lands at the highest price attainable;

And whereas for many local governments, these lands can represent critical opportunities relating to diverse social, recreational, economic, environmental and infrastructure needs and purposes:

Therefore be it resolved that the Ministry of Transportation and Infrastructure review and amend the mandate of BCR Properties Ltd. such that it be directed to dispose of its surplus lands with consideration to local government land needs for critical infrastructure, environmental needs, community recreation and economic development, as well as for social needs such as affordable housing lands at significantly less than fair market value prices.

## ON MOTION, was ENDORSED

### TAXATION

#### **R25 Extension of Vacancy Taxation Authority to Local Government**

**Port Moody**

Whereas the Province of British Columbia responded to a housing affordability crisis in 2016 with legislation empowering the City of Vancouver to introduce a surtax on vacant residential properties, resulting in \$38 million in revenues for that community in 2018 and creating a strong disincentive to leaving properties vacant;

And whereas communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant;

Therefore be it resolved that the UBCM call on the Province of British Columbia to extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

## ON MOTION, was ENDORSED

### FINANCE

#### **R26 Development Cost Charges Legislation**

**Coquitlam**

Whereas the *Local Government Act* currently restricts the collection of Development Cost Charges to areas of sewage, water, drainage, roads and park land;

And whereas new development creates capital cost burdens on municipalities in other areas, such as, but not limited to, emergency services, artificial sports fields, and recreation and cultural facilities:

Therefore be it resolved that that LMLGA direct UBCM to lobby the provincial government to conduct a holistic review of the Development Cost Charges legislation and update the Best Practices Guide to address the outdated provision regarding eligible costs for Development Cost Charges.

## ON MOTION, was ENDORSED

### **R27 Reform of Development Finance Tools**

**North Vancouver City**

Whereas existing tools for funding community amenities and infrastructure enhancements, including Development Cost Charges, are inflexible and were not designed for urban municipalities in addressing contemporary issues including provision of affordable housing and transit enhancements;

And whereas the shortcomings of existing mechanisms for extracting amenities and contributions from new development has resulted in a patchwork of ad hoc systems and approaches which differ by local government and require lengthy site-by-site negotiations and rezonings to implement:

Therefore be it resolved that the Province be requested to comprehensively review existing funding mechanisms for financing growth and amenities including Development Cost Charges and consider introducing new tools with which municipalities can ensure new development is aligned with community objectives and contribute to a livable region, with such considerations to include introducing a consistent approach to land value capture and amenity charges which does not rely on negotiations through rezoning.

## ON MOTION, was ENDORSED

### **R28 Broaden the Allowable Uses of Parkland Development Cost Charges**

**Langley City**

Whereas the BC government has determined that Parkland Development Cost Charges (“DCCs”) cannot be used to fund sport-related park infrastructure such as synthetic turf fields, tennis or basketball courts, water spray parks, swimming pools and arenas;

And whereas municipalities can use Parkland DCCs to provide fencing, landscaping, drainage and irrigation, trails, rest-rooms, changing rooms and playground and playing field equipment and there is tangible evidence that new development directly impacts the demand for sport-related park infrastructure through increased attendance at municipal recreation facilities and increased demand for playing time on municipal sports fields:

Therefore be it resolved that the BC government be requested to approve an amendment to Section 935(3) (b)(ii) of the *Local Government Act* to include sport-related park infrastructure as an applicable Parkland DCC capital cost.

## ON MOTION, was ENDORSED

### **R29 Request for Non-Treaty First Nations Eligibility for Emergency Preparedness Grant Funding Through UBCM**

**Pemberton**

Whereas the Village of Pemberton, in partnership with the regional district, and First Nation in the Pemberton Area are working collaboratively on emergency preparedness and response initiatives;

And whereas in order to identify and prepare response and put in place mitigation measures, significant costs are associated with the work;

And whereas UBCM offers grant funding through the Community Emergency Preparedness Fund for such initiatives that are available to local governments, but not to Non-Treaty First Nations:

Therefore be it resolved that UBCM [or the Province of BC or both] amend the eligible applicants to include Non-Treaty First Nations.

## ON MOTION, was ENDORSED

### **ASSESSMENT**

#### **R30 Varied Tax Rate for Residential Class**

**Langley City**

Whereas the Province of British Columbia through the *BC Assessment Act*–Prescribed Classes of Property Regulation B.C. Reg. 438/81 specifies that there is one assessment class for all types of residential properties and the *Community Charter* outlines that a municipal bylaw to establish the property value taxes each year under section 197(3) specifies there is a single rate for each property class;

And whereas the assessed value of multi-family housing and single family housing appreciates at vastly different rates, leading to large fluctuations and tax rates swings year-to-year between these housing types:

Therefore be it resolved that the Province of British Columbia amend the *BC Assessment Act* and the *Community Charter* to allow the residential class to be split into two distinct residential classes so that a different rate may be applied to each type of residential property to allow for better tax planning, and a more consistent application of property tax changes, for all residents no matter their housing type.

## ON MOTION, was ENDORSED

### **ENVIRONMENT**

#### **R31 Tax Exemption for Electric Bicycles**

**Squamish**

Whereas the sale of bicycles and tricycles, parts for bicycles and tricycles, bicycle and tricycle attachments and bicycle and tricycle accessories are Provincial Sales Tax exempt due to the health and environmental benefits provided by the use of bicycles and tricycles;

And whereas the Province of British Columbia through its recent Clean BC plan and 2019 budget has incentivized the transition to electric vehicles through financial incentives:

Therefore be it resolved that the Province of British Columbia be urged to exempt electric bicycles (pedal assist) from Provincial Sales Tax charges.

**ON MOTION, was ENDORSED**

## **LAND USE**

### **R32 Preservation of Archaeological Artifacts**

**Delta**

Whereas local governments routinely undertake excavation works for road, sewer and water services for their communities;

And whereas excavations, particularly in coastal areas, may uncover archaeological sites which are protected under the provincial *Heritage Conservation Act*;

And whereas the costs incurred by local government are often impossible to predict and may significantly impact the final costs of the project:

Therefore be it resolved that the BC Government be requested to fund additional expenditures borne by local governments to record and document archaeological findings in accordance with the provincial *Heritage Conservation Act*.

**ON MOTION, was ENDORSED**

## **HEALTH**

### **R33 Food Security**

**Port Coquitlam**

Whereas it is important that BC Communities have a local food system to enable access to affordable and healthy food options and improve community sustainability and BC Communities should encourage awareness about and the expansion of a regional food system;

And whereas the provincial government is committed to promoting healthful living and making BC a healthy place to be:

Therefore be it resolved that the BC Ministry of Health be requested to initiate programs and partnerships to increase community awareness of the benefits of nutritious and affordable food and support regional initiatives to enhance community food security.

## ON MOTION, was ENDORSED

### SELECTED ISSUES

#### **R34 National Healthy School Meal Program**

**Vancouver**

Whereas healthy school meal programs are widely considered to have a positive effect on school performance, as well as cognitive and social-emotional skill development;  
And whereas many schools are experiencing funding shortfalls for their healthy school meal programs:

Therefore be it resolved that the Province be requested to increase investment in school meal programs in BC, working toward a universal meal program in all schools, in alignment with their commitment to health promotion and poverty reduction;

And be it further resolved that the federal government and FCM be requested to work with the Province towards creating and funding a Universal Healthy School Food Program.

## ON MOTION, was ENDORSED

### PART 4 – RESOLUTIONS OFF THE FLOOR OF THE CONVENTION

#### **OF1 Local Government Autonomy**

**Maple Ridge**

Whereas the *Community Charter* acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act* grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

And whereas the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

Therefore be it resolved that the City of Maple Ridge urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

## NOT ADMITTED FOR DEBATE

#### **OF2 Criminal Justice Reform**

**Abbotsford**



Whereas British Columbia currently has the highest threshold/charge approval standard in Canada in proceeding with charges and criminal prosecution of gangsters while communities across British Columbia's lower mainland have concurrently seen a year over year rise in gang-related homicide and violence;

And whereas ongoing court delays favour the rights of the accused over the rights of victims and/or the community;

And whereas the Government of Canada committed \$328-million over 5 years beginning in 2018, and \$100-million annually thereafter to tackle the increase in gun related violence and gang activity in Canada as well as \$43 million annually in the National Crime Prevention Strategy to develop cost-effective ways to prevent crime among at-risk populations and vulnerable communities.

Therefore be it resolved that that the Mayor's Caucus/UBCM request that, in support of addressing the ongoing gang violence across the lower mainland of BC, the Province of BC and BC's Attorney General and Minister of Public Safety immediately begin working with the Government of Canada to take steps to explore initiatives to address issues within the British Columbia justice system including BC's restrictive charge approval standards, the ongoing high volume of court delays as well as measures to address community safety in support of the rights of all Canadians to live in safe communities.

## ON MOTION, was ENDORSED

### **OF3 Widening of Trans Canada Hwy #1**

**Abbotsford**

WHEREAS the critical congestion problems on the TransCanada Highway between the Fraser Valley and the Port Mann bridge continue to interrupt a safe, reliable and efficient multi-modal transportation network that supports employment and economic development movement of goods and services, as well as job creation for the Province of BC;

AND WHEREAS the Federal Government has already identified the continuation of the next phase of the TransCanada Highway 6-laning improvements from 216th street to the Whatcom Road interchange as a priority to expand markets for key local economic sectors, support thousands of residents in accessing employment, support the continued success of the Abbotsford International Airport, provide access to Universities, hospitals, aid in the reduction of greenhouse gas emissions, improve affordability of families, and support increased public safety through the reduction of traffic congestion:

Therefore be it resolved that UBCM lobby the provincial government to prioritize funding toward the expansion of the TransCanada Highway through the Fraser Valley;

And be it further resolved that this funding be made a high priority of the government of British Columbia;

And be it further resolved that any lanes added be dedicated to HOV, transit and/or goods movement.

## ON MOTION, as amended, was ENDORSED

### **OF4 Lower Mainland LGA Convention Conservation**

**Whistler**

Therefore be it resolved that the Lower Mainland LGA cease the practice of giving out convention novelty items.

**ON MOTION, was NOT ENDORSED**

## 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*