

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, June 19, 2007 at 10:15 a.m. in Council Chambers, 1350 Aster Street.

Page No.

1. CALL TO ORDER

**2. Christine Buttkus - Communities That Care
(10:15 – 10:45)**

The Communities That Care – Northern Corridor Project (CTC) is an evidence based process which seeks to prevent six youth health and behaviour problems which include drug and alcohol abuse, violence, delinquency, school drop out, teen pregnancy, depression and anxiety. The purpose of the presentation is to provide an update on the progress of the Communities That Care mobilization process in Pemberton and other partner communities and to request the Village of Pemberton's official partnership in CTC process.

3. Sign Bylaw – Review

See Report.

4. Amenity Policy

See Report.

5. Airport

Discussion and Direction: Transition from Municipal Department to Airport Authority including: Staffing, Maintenance, Development, Funding/Budget

6. Ministry of Forests – Request for service agreement for water

7. TERMINATION

A Working Session regarding the Pemberton Museum will follow immediately after the Committee of the Whole Meeting.



**Committee of the Whole
Report To council**

Date: June 19, 2007
From: Lori Pilon, Administrator
Subject: Sign Bylaw Review

Received by Council _____
Meeting No. _____
Date _____

RECOMMENDATIONS

THAT Council provide direction to staff as to what outcomes they would like to see from the sign bylaw review.

BACKGROUND AND COMMENTS

At the Village of Pemberton Regular Council meeting, held Tuesday, June 5, 2007, council received the minutes of the Advisory Design Review Committee meeting that was held on May 9, 2007. The Committee has requested that Council direct staff to initiate a review of the current Sign Bylaw No. 380, 1995 and its amendments and further requested that the Bylaw be referred to the ADRC for input.

In this regard, Council requested that the bylaw be brought forward to the Committee of the Whole meeting scheduled for June 19, 2007 for discussion.

BUDGET IMPACT

There is no impact on the budget, except for staff time required to review and prepare any reports associated with the bylaw.

THE CORPORATION OF THE VILLAGE OF PEMBERTON

SIGN BY-LAW NO. 380, 1995

A By-law to Regulate Signs

The Council of the Corporation of the Village of Pemberton, in open meeting assembled, hereby enact as follows:

This By-law may be cited for all purposes as "Sign By-law No. 380, 1995".

Definitions

"Area"	The surficial extent within the outer edge of the frame or border, or, where there are no borders, the area within the shortest line circumscribing the letters, symbols, objects and things comprising the sign.
"Awning"	A fabric canopy, cover or panel projecting from a building.
"Awning Sign"	An identification sign painted or fixed flat to the surface of an awning, which does not extend vertically or horizontally beyond the limits of such awning.
"Billboard"	A sign used or intended to be used for the purpose of advertising or calling attention to any person, matter, thing, event or property that is not directly related to the business conducted on the parcel on which it is located.
"Business Frontage"	The distance from centre to centre of party walls or outside walls housing a business or commercial service or office.
"Canopy"	Any permanently fixed structure other than an awning which projects from the face of a building for the purpose of affording shelter from the weather and which is supported solely from the building.
"Clearance"	The vertical distance from grade to the lowest portion of a sign in respect of its minimum height or clearance to grade.
"Comprehensive Sign Plan"	A plan combining drawings and text showing the number, design, appearance, location and elevation of all existing and proposed signs on a parcel.
"Council"	The Council of the Village of Pemberton.
"Design"	When used in the context of a sign includes the shape, dimensions, colour, symbols, letters, materials, movement and luminosity of such sign.
"Directional Sign"	A permanent sign designed to direct pedestrian and vehicular traffic to hospitals, schools, parks, or other public services or utilities.
"Election"	An election under any statute.
"Electric sign"	Any front-lit or rear-lit sign incorporating electrical lighting.
"Facade"	The area of a building wall facing a street, and for purposes of the calculation of percentage sign coverage, includes the exterior wall area of the first floor (and second floor if commercial space).
"Fascia Sign"	A sign mounted, displayed or painted parallel to the face of the building (including any canopies) on which it is located.
"Freestanding sign"	And includes every sign standing apart from a building, and permanently affixed to the parcel or street.
"Front-lit sign"	A sign illuminated from an external electrical source.

Definitions (continued)

"Grade"	The average finished ground level or street surface directly underneath a sign.
"Halo-lit sign"	A sign comprised of individually mounted opaque raised letters or symbols incorporating rear lighting to the light source is not directly visible.
"Hanging sign"	A sign suspended under a canopy, awning, building, arcade or structure.
"Height"	The vertical distance from grade to the top of a sign in respect of its maximum height.
"Parcel"	Any lot, block, strata lot or other area in which land is held or into which it is subdivided, but does not include a street.
"Planner"	The Planner or Planning Consultant for the Village of Pemberton.
"Projecting Sign"	A sign attached to a building projecting more than 300mm from the building or structure to which it is attached, but specifically excludes awning signs.
"Rear-lit sign"	A sign illuminated from an internal source.
"Residential Area"	An area designated as an "R-1" (residential 1), or "R-2" (residential 2), or "RM-1" (residential mixed), or "MHP-1" (residential mobile home park).
"Roof line"	The line made by the intersection of the building face of the building with the roof of the building. In the case of a building with a pitched roof, the roofline shall be at the eave level.
"Roof sign"	A sign erected above the roofline of a building.
"Sign"	Any identification, description, illustration or device, which is visible from any street and which directs attention to a product, place, activity, person, institution or business.
"Signage Officer"	The Clerk, Planner, or Building Inspector.
"Site corner"	A parcel at the intersection of two or more streets.
"Street"	And includes public places, roads, highways, lanes, alleys, avenues, thoroughfares, bridges, viaducts, squares, courts, courtyards, boulevards, sidewalks and rights of way open to the public.
"Temporary free standing sign"	A sign having independent supports, standing apart from a building, or mounted on a vehicle, and not permanently affixed to land.
"Window Sign"	A sign within a building affixed on or located within 600 mm of the inside of a window in view of the general public.

3. Permitted and Prohibited Signs

3.1 Signs that are not expressly permitted in this By-law are prohibited in the Village.

3.2 Prohibited Signs

Without restricting or limiting the generality of the foregoing, the following signs are specifically prohibited:

- a) billboards;
- b) any sign except as allowed in Section 6.6.4 of this By-law, which devotes any of its space to the advertisement of particular products, unless 100 percent of the gross revenue of the business conducted on the premises is derived from the sale of the products so advertised. This provision shall not apply where the name of the product is incorporated in the name of the business operating on the premises;

- c) revolving signs or partly revolving signs;
- d) except as otherwise permitted in this By-law; banners, pennants, bunting, flags (other than national, provincial or municipal flags), balloons or other gas-filled inflatable devices;
- e) roof signs and signs mounted or supported on the deck of a canopy or on any part of a balcony;
- f) any sign that obstructs any part of a doorway, window, or balcony, with the exception of window signs as permitted by this By-law;
- g) any flashing, animated, or chasing-border signs, or moving signs of any kind (other than the hands of a clock or temperature indicator);
- h) temporary free-standing signs except Temporary Permitted signs as allowed under Section 7 of this By-law or signs mounted on a commercial vehicle which only identify the name of the business which owns the vehicle;
- i) multi-sided signs except as otherwise allowed in this By-law;
- j) changeable copy signs;
- k) any sign which projects into, on, or over a street or public property without the approval of the Municipal Engineer and an executed encroachment agreement;
- l) video signs or electronic message signs or any sign which incorporates animated visual messages which are projected on a screen or which changes copy electronically.

3.3 Permitted Signs

Signs permitted subject to the regulations in this By-law include:

Projecting Signs
Freestanding Signs
Fascia Signs
Awning Signs
Hanging Signs
Window Signs
Building Directories
Display Boxes
Traffic Control Signs (private)
Election Signs
Special Event Signs
Design Standards

4.1 Number of Signs

A maximum of two permanent signs per business is permitted per business frontage and in addition, the following signs:

- a) Freestanding signs as permitted in this By-law,
- b) Temporary permitted signs as permitted in this By-law,
- c) Signs which do not project over public property and are visible only from within the boundaries of the property,
- d) One hanging sign as permitted by this By-law.

4.2 Area

- 4.2.1 The area of each sign shall conform to the regulations of this By-law for that particular type of sign, provided that the total sign area on one facade of a building or business frontage shall not exceed 10 percent of the area of that facade.

4.3 Materials

- 4.3.1 Exposed surfaces of signs may be constructed of any material with the exception of plastic, fibreglass, plywood or particle board either painted or unfinished. Temporary permitted signs are not restricted as to materials of construction.
- 4.3.2 Notwithstanding 4.3.1, individual plastic letters only are permitted as part of rear-lit permanent signs.

4.4 Colours

- 4.4.1 Colours should be coordinated with the building facade with which they are associated.
- 4.4.2 "Day-Glo," fluorescent, luminous or reflective paint or similar products are prohibited except for private traffic control signs, where reflective paint may be used.

4.5 Lighting

- 4.5.1 All permitted permanent signs may incorporate front lighting and limited rear lighting as outlined in this section. Permitted temporary signs shall not be illuminated.
- 4.5.2 Limited use of rear-lighting is permitted, provided it is restricted to the name of the building or principal business only and further restricted to:
- a) individually incised plastic or glass letters or symbols mounted in a solid opaque sign face;
 - b) individual halo-lit lettering or symbols mounted on a solid opaque background; and
 - c) awning signs where only the letters or symbols are rear-lit, the remainder of the awning being a solid opaque fabric.
- 4.5.3 Illumination should be limited to the greatest extent possible to the sign surface only, and the light source should not be visible from adjacent parcels, passing vehicles or pedestrians.
- 4.5.4 Light fixtures must be simple in form and not clutter the building facade.
- 4.5.5 Neon signs are not permitted except as "window signs" complying with the regulations of this By-law.
- 4.5.6 All wiring and conduits to electric signs must be placed below grade or otherwise concealed.

4.6 Coordination

- 4.6.1 The design and placement of signs shall be carefully coordinated with both the architectural elements of the facade and other signs on the facade.
- 4.6.2 Signage should complement and not obscure the architectural details of the facade.

4.7 Location

- 4.7.1 Unless otherwise provided by this By-law, a sign for business premises may only be built or placed on that side of the building fronting a street and on that portion of the building facade related to the area of the building occupied by the business or activity to which the sign relates.
- 4.7.2 Freestanding, projecting fascia, awning and hanging signs shall be located in the middle one-third of a business frontage.

4.8 Height

- 4.8.1 Signs must be located no higher than the lesser of 7.0 m, or the roofline of the building on which it is mounted.
- 4.8.2 Signs located over a pedestrian area or sidewalk shall have a clearance of no less than 2.4 m above grade.

4.9 Lettering

- 4.9.1 Maximum permitted lettering size on any sign is 300 mm.
- 4.9.2 Raised or recessed letters or symbols are strongly encouraged to give relief to signs.

5. Comprehensive Sign Plans

- 5.1 Comprehensive sign plans are intended to coordinate several signs on a development, project, building or cluster of buildings and allow for unique and creative approaches. The size, location and number of signs shall generally conform to the standards for each category of sign.
- 5.2 A comprehensive sign plan shall be submitted to the Signage Officer in respect of any proposed new building located in a Commercial Zone or designated development permit area.
- 5.3 A Comprehensive Sign Plan may be submitted to the Signage Officer any time by the owner or occupant of a parcel in any zone provided that an occupant shall provide a letter from the owner of that parcel or building authorizing the sign plan.

- 5.4 No sign shall be placed on a parcel after a Comprehensive Sign Plan has been submitted, until the Signage Officer has approved the plan.
- 5.5 The Signage Officer shall consider:
- a) conformance of existing and proposed signs with the regulations in this By-law;
 - b) consistency of location, height and design of signs within the parcel and with signs on adjoining parcels; and
 - c) design guidelines for any area which have been approved by Council.
- 5.6 When a Comprehensive Sign Plan is approved:
- a) all signs placed on a parcel must meet the Comprehensive Sign Plan for that parcel;
 - b) the signs referred to in Section 6 of this By-law may be placed in compliance with the Comprehensive Sign Plan; and
 - c) it may be amended on further application to the Signage Officer.
6. Permitted Signs (Permanent)
- 6.1 Projecting Signs
- 6.1.1 Projecting signs are permitted except in residential areas, subject to the following regulations:
- a) minimum clearance of 2.4 m above grade;
 - b) maximum .6 m² in area; and
 - c) mounted in the middle one-third of the frontage of the premises and not more than 900 mm from the face of the building to which it is attached nor closer than 600 mm to any street.
- 6.2 Freestanding Signs
- 6.2.1 Freestanding signs are permitted except in residential areas, subject to the following regulations:
- a) freestanding signs are permitted only as part of a Comprehensive Sign Plan;
 - b) freestanding signs outside residential areas are limited to those parcels with a street frontage of 30 m or more. On a corner site, up to two intersecting street frontages may be used to determine the total street frontage;
 - c) a maximum of one freestanding sign for each parcel except where a parcel has more than one driveway entrance, where the allowable sign area may be divided to create smaller freestanding signs at each driveway entrance;
 - d) a maximum area of 3.0 m² on parcels fronting onto a Provincial "Controlled Access" Highway, with a maximum height of 3m. The total area must be less than 4.0 m² including all supporting structures and surrounding framework;
 - e) a maximum area of 2m² on parcels fronting onto streets other than a Provincial "Controlled Access" Highway, with a maximum height of 3.0m. The total area must be less than 3.0m² including all supporting structure and surrounding framework;
 - f) a maximum area of 2m² in residential areas for apartments, townhouses, or bed and breakfasts only, to identify the name of the project, street address, management and vacancies, with a maximum height of 2.4m. The total area must be less than 2m², including all supporting structures and surrounding framework;
 - g) each freestanding sign may have signs on two sides only, each complying with the regulations of this section; and
 - h) freestanding signs must be located in a landscaped area or planter at least twice as large as the permitted area of the sign.
- 6.3 Fascia Signs
- 6.3.1 Fascia signs are permitted in all zones except in residential areas subject to the following regulations:
- a) a maximum area of 2.0 m²;
 - b) fascia signs shall project no further than 300 mm from the face of the building to which they are attached or painted; and
 - c) fascia signs which project more than 75 mm from the face of a building shall have a clearance of 2.4 m.

- 6.3.2 Fascia signs are permitted in all residential areas subject to the following regulations:
- a) maximum area of 0.35 m², limited to one sign per residence giving the name of occupant, profession and business hours where such business or profession is carried out within the residence as a home occupation;
 - b) maximum area of 1.0 m², on apartment buildings, bed and breakfasts, or townhouse developments, limited to the name and address of the building, the management, any vacancies to a maximum of one such fascia sign per building; and
 - c) maximum area of 0.2 m², limited to the street address of a private residence (permitted without application for permit).
- 6.4 Awning Signs
- 6.4.1 Awning signs are permitted in all zones except in residential areas, subject to the following regulations:
- a) awning signs are permitted only as part of a Comprehensive Sign Plan;
 - b) limited to 15 percent of the surface area of each awning or 1.0 m², (whichever is less);
 - c) where there is more than one business frontage under a single awning, there shall be not more than one awning sign facing a street for each business; and
 - d) awnings containing an awning sign shall be located only over the principal entrance to the business, commercial service or office identified by said sign and shall extend no further than 1.0 m from each side of the entrance and project beyond the face of the building no further than 2.4 m.
- 6.5 Hanging Signs
- 6.5.1 Hanging signs are permitted, except in residential areas, subject to the following regulations:
- a) maximum one sign per business frontage;
 - b) maximum area 0.6 m²;
 - c) minimum 2.4 m clearance; and
 - d) to be located within centre one-third of business frontage.
- 6.6 Window Signs
- 6.6.1 Window signs are permitted except in residential areas provided they are substituted for one or more permitted exterior signs. Window signs shall not exceed the lesser of 1.0 m² in area or 15 percent of the total window area of a business frontage.
- 6.6.2 Window signs are permitted only on the first and second storeys of a building.
- 6.6.3 Window decals comprising the lesser of five percent of the window area or 0.5 m² are permitted without application for permit in addition to a window sign.
- 6.6.4 Temporary paper or cardboard posters and placards advertising a sale or event and comprising the lesser of 1.0 m² or 15 percent of the window area are permitted without application for permit in addition to a window sign.
- 6.6.5 Stained glass windows or windows with painted artwork are excluded from the regulations of this subsection, provided they include no lettering or advertising message.
- 6.7 Building Directories
- Directory signs for buildings which are intended to list and guide pedestrians to such premises are permitted in all zones except residential areas subject to the following regulations:
- a) permitted only as part of a Comprehensive Sign Plan;
 - b) maximum area of 0.2 m per business premises to a maximum of 2.0 m² per building or parcel;
 - c) maximum height of 2.4 m;
 - d) not more than one building directory facing each street on which the parcel fronts;
 - e) building directories must be located on the same parcel as the building;
 - f) building directories may be freestanding, fascia, or hanging signs; and
 - g) each building directory may have signs on two sides only, each complying with the regulations of this section.

6.8 Display Boxes

6.8.1 Display boxes are permitted in all zones except residential areas in addition to other approved signs, subject to the following regulations:

- a) permitted only as part of a Comprehensive Sign Plan;
- b) maximum area of 0.6 m²;
- c) maximum height of 2.0 m;
- d) maximum depth of 100 mm;
- e) maximum one display box is permitted per principal entrance to a building or business frontage provided it is located within 4 m of the principal entrance of the business frontage to which it relates;
- f) except for restaurants, a display box is only permitted where the business frontage to which it relates is not located on the main floor of the building or does not have sufficient window area to house the sign or signs;
- g) display boxes shall display only current menus, real estate listings, or entertainment events.

6.9 Traffic Control (Private Property)

6.9.1 Signs designed to promote the safe and expedient flow of pedestrian and vehicular traffic on private property are permitted in all zones subject to the following regulations:

- a) maximum size 0.4 m²;
- b) no corporate logos, business identification or other information other than that required for the direction of traffic is allowed;
- c) reflective materials are permitted; and
- d) number, location, design to Municipal standards.

7. Permitted Signs (Temporary)

Temporary signs are permitted only as outlined in this section and such signs (except election signs and special event signs) are permitted without a formal sign permit provided they comply in all respects with the regulations of this By-law.

7.2 Election Signs

7.2.1 Subject to compliance with the provisions of the "Municipal Act", the "Motor Vehicle Act", the "Highway Act", and other applicable provincial or federal statutes, orders, By-laws or regulations relating thereto, posters, advertising cards, and sign boards are permitted for election purposes which advertise a particular party or candidate, plebiscite or issue subject to the regulation of this section.

7.2.2 An election sign shall not exceed 2 m² in area.

7.2.3 An election sign shall not exceed 2.4 m in height.

7.2.4 In addition to the permit fee provided for election signs, an applicant for a permit to erect one or more election signs shall deposit \$200 cash with the Village to ensure the removal of the sign or signs.

7.2.5 Signs may be placed on private property or on a Municipal road right of way in front of private property, but only with the permission of the owner of the parcel.

7.2.6 No sign may be placed on any public property which has thereon a building or structure or has otherwise been improved by the municipal or other government agency, including a park, nor on any road allowance or land under control of the Department of Transportation and Highways.

7.2.7 All election signs permitted under this Section shall be removed within seven days after the date of the election, plebiscite or other event in respect of which the same were placed or erected.

7.3 Special Event Signs

7.3.1 Temporary signs for promoting, identifying, or directing a special event are permitted in all zones provided the signs are in conformance with the regulations for election signs listed in this By-law.

- 7.3.2 Special event banners up to 5 m² in area displayed on or over public or private property may be approved by the Signage Officer if the following conditions are met:
- a) the primary purpose of such banners shall be to advertise and inform of upcoming community events. No more than twenty-five percent (25%) of any sign shall be used for the name or logo of a commercial sponsor;
 - b) banners shall only be displayed at sites approved by the Signage Officer and reserved on a first come, first served basis;
 - c) the owner of a banner shall agree to assume full liability and indemnify the Village for any damage to persons or property arising from its display, mounting, or removal; and
 - d) banners may be displayed only immediately before and during the Special Event, and in no case shall the banner be displayed more than fourteen (14) days.
- 7.4 Real Estate Signs
- 7.4.1 Real estate signs advertising a property "for sale" or "for rent" or "for lease" are permitted in all zones of the Village subject to the following regulations:
- a) one sign per parcel up to a maximum area of 0.6 m²;
 - b) where more than one parcel is offered for sale or lease at one time, the permitted sign area for each parcel may be combined up to a maximum of 3.0 m², provided no other real estate signs are erected relating to those parcels;
 - c) maximum height of 2.0 m;
 - d) not more than one sign may be placed or erected on the parcel to which it relates; and
 - e) such signs shall be removed not later than two weeks after the sale, rental or lease of the parcel(s) or if it is otherwise taken off the market.
- 7.4.2 In addition to the signs permitted under this section, an "open house" sign and "directional arrow" signs are permitted in all zones subject to the following regulations:
- a) one "open house" sign may be located on the parcel to which the sign relates or on a vehicle;
 - b) one "directional arrow" sign is permitted at each intersection leading directly to the parcel;
 - c) maximum area 0.6 m² with a maximum height of 2.0 m; and
 - d) signs permitted under this section may only be displayed during the hours that the parcel to which they relate is open to the public for inspection and must otherwise be removed.
- 7.4.3 Real Estate signs advertising a property "for rent", or "for lease" are permitted subject to the following regulations:
- a) one sign per parcel up to a maximum area of 0.6 m²;
 - b) only window signs are permitted; and
 - c) real estate signs are permitted only for commercial, retail, personal service, or office uses on a parcel.
- 7.5 Contractor's Signs
- 7.5.1 Contractor's signs are permitted subject to the following regulations:
- a) one contractor's sign up to a maximum of 1.0 m² may be erected on the site of a single family dwelling or duplex under construction in a residential area;
 - b) one contractor's sign up to a maximum area of 3.0 m², giving the name of the building, owners, financial backers, architects and consultants, contractors and subcontractors, may be erected on the site of a building under construction other than a single family dwelling or duplex in any area of the Village;
 - c) maximum height of 2.4 m;
 - d) all contractor's signs shall be removed upon issuance of the occupancy permit;
 - e) maximum of one contractor's sign per parcel.

8. General Provisions and Specifications

- 8.1 The keeping, placing or erection of any sign shall be in conformity with all of the provisions of this By-law and any other applicable Village of Pemberton By-laws.
- 8.2 Any person who erects, owns, maintains or who continues the use of any permanent sign which projects on or over any street shall register with the Village an Encroachment Agreement Bond of Indemnity or Policy of Insurance in form satisfactory to the Village Solicitor indemnifying and holding harmless the Village of Pemberton against all claims and demands, actions, suits, or other proceedings, and against all loss and costs of whatsoever kind, which may be caused by or arise out of, or in any way be attributable or incidental to the erection, construction, maintenance or use of such projecting sign, or appurtenance thereto or in connection therewith during the maintenance of any such sign; such Bond of Indemnity or Policy of Insurance shall be a minimum amount of one million dollars (\$1,000,000) which shall be continued and in full force and effect during the maintenance and use of such sign.
- 8.3 If at any time any sign does not conform in every respect with the provisions of this By-law or any other By-law applicable thereto, or if any sign is in the opinion of the Signage Officer, in an unsafe or defective condition or in disrepair, or if the information on the sign has become obsolete due to changed use or occupancy of the parcel, the Signage Officer may give notice to the owner of such sign, or owner or occupier of the parcel or premise upon which it is displayed, to repair or remove the same within the period specified in the notice. It shall be the duty of such owner to repair or remove such sign in accordance with the said notice, failing which the Council may authorize the removal of said sign according to Section 735 of the Municipal Act.
- 8.4 When a business or other commercial undertaking vacates premises all signs on the site which relate to that business or undertaking shall be forthwith removed by the owner of the sign or property.
- 8.5 Signs, sign structures and fastenings shall be designed and constructed and maintained to comply with the provisions of this By-law and of the British Columbia Building Regulations as amended from time to time.
- 8.6 The Signage Officer may require that technical data be submitted by the applicant from:
- a) the manufacturer of any sign or material used in any sign; or
 - b) a testing agency approved by the Signage Officer to provide structural or other
 - c) technical information required by the Signage Officer; or
 - d) a registered structural engineer;
- in order to assess compliance of a proposed sign with Village of Pemberton By-laws, and/or the British Columbia Building Regulations.
- 8.7 A sign requiring electrical power shall be serviced and wired in conformance with the Canadian Electrical Code as amended for use in British Columbia and be approved by the Electrical Inspector.
- 8.8 No sign, guy, stay or attachment thereto shall be erected, placed, or maintained by any person in such a manner as to contact or interfere with any electric light, power or telephone wires or their supports, or the free use of any exit or means of egress.
- 8.9 A minimum spatial separation of 1.0 m shall be maintained between any two signs including their supports.
- 8.10 Appeals
- An appeal may be made to Council by way of a Development Variance Permit Application for permission to place, erect or maintain a sign not provided for by this By-law.
- 8.11 Council Authorization
- 8.11.1 Council hereby authorizes the Signage Officer to remove, detain, or impound a sign occupying a portion of any Village property or right of way.
- 8.11.2 Council hereby authorizes the Signage Officer to remove, detain or impound a sign attached to lands or improvements to lands projecting on, over or under all or part of a highway other than a highway designated as "arterial" under Section 31(1) of the Highway /act R.S.B.C. 1979, c. 167 unless the owner of the sign first enters into an Encroachment Agreement with the Municipality.

- 8.11.3 Not more than ten (10) days after the removal, detention or impounding of the sign, the Signage Officer shall deliver to an institution or person named on the sign a notice of the removal, detention or impounding.
- 8.11.4 Council hereby authorizes the Signage Officer to give written notice by registered mail to the owner or person in charge of the premises to repair or remove any sign not installed and/or maintained according to the provisions of this By-law. Should the owner or person in charge of the lands or premises upon which any such sign is situated not comply with the notice to repair or remove such sign, within two (2) days of said notice, the Signage Officer is hereby empowered to remove the sign or signs at the expense of the Owner.
- 8.11.5 A sign removed by the Signage Officer shall be impounded for thirty (30) days and then will be disposed of by sale, auction or demolition with all proceeds being retained by the Village of Pemberton.

9. Application for Permits

- 9.1 Before any person places or erects or alters the design or construction of sign, that person shall apply in writing to the Signage Officer and shall obtain a sign permit, except where the sign or alteration is exempt from permit requirements of this By-law.
- 9.2 An application shall include:
- a) a completed sign permit application on a form provided by the Village of Pemberton; and
 - b) drawing(s) to scale for each side of the sign, giving all pertinent dimensions as well as the colour scheme, materials, copy and type face, and details of any surrounding framework; and
 - c) large scale drawing(s) or photograph(s) showing the position of the sign painted on or attached to the building or structure together with the location of any existing signs; and
 - d) a drawing showing details of the method and type of wiring, illumination (if any) and attachment to the building; and
 - e) for freestanding signs a drawing to scale showing the location on the parcel relative to the parcel lines, buildings and adjacent streets, together with existing and proposed landscaping.
- 9.3 The Signage Officer shall consider each application for a permit and if the proposed sign conforms with all the requirements of this By-law and any other applicable By-laws of the Village of Pemberton, and upon payment of the requisite fee, he shall issue a permit to the applicant therefore.
- 9.4 The applicant shall supply the Signage Officer with evidence of approval by the Electrical Inspector before connecting any sign to its supply wires.
- 9.5 Notwithstanding any provision in this or any other By-law, neither the acceptance of an application for nor the granting of a sign permit obligates or imposes a duty on the Village or the Signage Officer to inspect, approve or provide any other or further services of any kind, nor shall the Village, its officers, employees, agents or contractors be liable for any direct or indirect loss, cost or damage, however occasioned, incurred by an owner or developer or any one taking under or from them, which arises from the Village's or Signage Officer's failure to inspect, approve, or provide any other or further service, where that failure is a result of labour disturbances, Acts of God, actions of governmental authorities, war, lack of funds or personnel or any other cause whatever which, in the sole opinion of the Village or Signage Officer, causes the Village or Signage Officer not to provide such services.

10. Permit Fees

- 10.1 No person shall place, erect or alter the design or construction of any sign without a permit first obtained from the Signage Officer and payment of a permit fee as set forth in this Part unless the sign is specifically exempted from permit requirement by this By-law.

- 10.2 The following are the permit fees required to be paid before the issuance of a sign permit:
- 10.2.1 For a permit to erect each permanent permitted sign: \$40.00; and in addition the following fees:
- a) For each sign involving structural design (freestanding, fascia, or awning signs), an inspection and processing fee of: \$40.00
 - b) for each front-lit or rear-lit sign, a processing fee of: \$40.00
 - c) for each sign encroaching over a street, an inspection and processing fee of: \$40.00
 - d) for each sign which has been installed or erected prior to issuance of a permit required under this By-law, an inspection and processing fee of: \$100.00
- 10.22 For a permit to change the face of each existing conforming sign: \$30.00
- 10.2.3 For a permit to erect private traffic control signs: \$30.00
- 10.2.4 For a permit to erect election or Special Event signs: \$30.00
- For a deposit to ensure removal of election or Special Event signs: \$200.00

Comprehensive sign plans and signs not in conformity with this By-law requiring Council approval will be considered as Development Permit Variance Applications requiring the Application fees as established by Council.

10.3 All electric signs shall, in addition to the sign permit require an electrical permit, and the payment of permit fees as determined by the Electrical Safety Branch of the Provincial Government.

11. Penalty and Enactment

11.1 Every person who contravenes any provision of this By-law or who suffers or permits any act or thing to be done in contravention of any of the provisions of this By-law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this By-law, shall be deemed to be guilty of an infraction of this By-law and, upon conviction thereof, shall be liable to a fine not exceeding two thousand dollars (\$2,000) or six months imprisonment, or both.

READ A FIRST TIME this 5 day of December, 1995.

READ A SECOND TIME this 5 day of December, 1995.

READ A THIRD TIME this 5 day of December, 1995.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 9th day of January, 1996.

ORIGINAL SIGNED BY
MAYOR AND CLERK, VILLAGE OF PEMBERTON
AND DEPUTY INSPECTOR OF MUNICIPALITIES

THE CORPORATION OF THE VILLAGE OF PEMBERTON

BYLAW NO. 523, 2004

Being a bylaw to amend The Corporation of the Village of Pemberton Sign Bylaw No. 380, 1995.

WHEREAS the Council may amend its bylaws from time to time when deemed appropriate;

NOW THEREFORE the Council of The Corporation of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as The Corporation of the Village of Pemberton Sign Bylaw No. 380, 1995, Amendment Bylaw No. 523, 2004.
2. The following new section is hereby added to The Corporation of the Village of Pemberton Sign Bylaw No. 380, 1995:

“6.11 Signs in Residential Areas

Signs permitted in residential areas by The Corporation of the Village of Pemberton Zoning Bylaw No. 466, 2001, as amended from time to time, shall meet the requirements of this section.

- | | | |
|--------|-----------|--|
| 6.11.1 | Size: | The maximum permitted size shall be 0.4m ² (4.31 ft ²). |
| 6.11.2 | Number: | One (1) sign only to be permitted per lot. |
| 6.11.3 | Location: | <ol style="list-style-type: none">a) Signs must be located on the owner’s property so as to not obstruct access or vision lines from or to the access to the property.b) The sign is to be located in a front yard only. |
| 6.11.4 | Height: | The maximum height of a sign shall be 1.2 m |
| 6.11.5 | Type: | Only free-standing or hanging signs will be permitted. |
| 6.11.6 | Design: | <ol style="list-style-type: none">a) Signs should match/complement the colour(s) and style of the other structure(s) on the property.b) Signs are to have complimentary landscaping around the sign for a minimum radius of 1.0 m |
| 6.11.7 | Lighting: | Lighting shall conform to section 4.5 except that rear lighting shall not be permitted”. |

3. To delete the use “Bed and Breakfast” from section 6.2.1 f) of The Corporation of the Village of Pemberton Sign Bylaw No. 380, 1995.

READ A FIRST TIME this 26th day of February, 2004

READ A SECOND TIME this 26th day of February, 2004

READ A THIRD TIME this 26th day of February, 2004-02-26

RECONSIDERED, FINALLY PASSED AND ADOPTED this 2nd day of March, 2004

Mayor

Clerk - Treasurer

THE CORPORATION OF THE VILLAGE OF PEMBERTON

BYLAW NO. 449, 2001

Being a bylaw to amend The Village of Pemberton Sign Bylaw No. 380, 1995.

WHEREAS the Council may amend its bylaws from time to time when deemed appropriate;

NOW THEREFORE, the Council of the Village of Pemberton in open meeting assembled enacts as follows:

1. The following new section is hereby added to Sign Bylaw No. 380, 1995:

“6.10 Bed and Breakfast Directory Signs

Directory signs for Bed and Breakfast operations are intended to list and provide a directional location to such operations and shall be permitted to be located on a Street provided that the Village constructs and installs the sign in accordance with the Bed and Breakfast Directory Sign Advertising Policy.”

2. This Bylaw may be cited for all purposes as “The Corporation of the Village of Pemberton Sign Bylaw No. 380, 1995 Amendment Bylaw No. 449, 2001.

READ A FIRST TIME this 10th day of August, 2001.

READ A SECOND TIME this 10th day of August, 2001.

READ A THIRD TIME this 10th day of August, 2001.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 14th day of August, 2001.

Mayor

Clerk-Treasurer

Certified to be a true and correct copy
of “The Corporation of the Village of
Pemberton Sign Bylaw No. 380, 1995

VILLAGE OF PEMBERTON

BED AND BREAKFAST DIRECTORY SIGN ADVERTISING POLICY

WHEREAS the Village of Pemberton recognizes that bed and breakfast operations serve an important role in providing tourist accommodation in the Pemberton area;

AND WHEREAS the Village of Pemberton is interested in taking a proactive approach in the promotion of tourism in the Pemberton area;

AND WHEREAS the Village of Pemberton is willing to accommodate tasteful signage on municipal road allowances promoting tourist accommodation;

AND WHEREAS the intent of a Bed and Breakfast Directory Sign is to advertise a group of bed and breakfast operations on a single sign as opposed to individual operations erecting signs in multiple locations;

AND WHEREAS a procedure is required in order to implement the placement of signage on municipal road allowances;

NOW THEREFORE the Council of the Village of Pemberton has established the following policy pertaining to Bed and Breakfast Directory Sign Advertising:

- 1) Bed and Breakfast Directory Signs (Sign) will be placed on municipal road allowances in accordance with the regulations in the Sign Bylaw.
- 2) In cases where the Sign will be located on a road that falls under the jurisdiction of the Ministry of Transportation, the Village will seek approval for placement of the sign from the Ministry.
- 2) The Sign will be limited to naming the bed and breakfast operations, the general direction of their location by way of an arrow, and the distance to the operation. *The pickets will be 36 inches in length which provides for the inclusion of the distance indicator in kilometers only.* The style and size of each of the individual Signs will be the same. An example of the type of sign is attached to this Policy.
- 3) The Village will be responsible for building, erecting and maintaining the Sign.

- 4) Any bed and breakfast operation interested in having their operation posted on the Sign shall request so in writing to the Village. The letter should indicate the exact name of the operation to appear on the Sign(s), and on which Sign(s) in the Village the operation is to be placed.
- 5) The cost for having the operation named on a Sign will be \$100.00 + GST per year. For those operations that want to be placed on more than one (1) Sign, an additional fee of \$50.00+ GST per sign will be required.
- 6) An operation may not be placed on more than three (3) Signs within the Village.
- 7) The name of the operation will not be added to the Sign until the annual fee has been paid.
- 8) The Village will invoice the operation by January 31st and payment will be due by March 31st.
- 9) Failure to pay the annual fee will result in removal of the operation from the Sign by the Village.
- 10) At the end of the year, the Village reserves the right to not renew an operator's sign, should the Village determine that advertising of that operation is not in the Village's best interest.
- 11) Not more than 8 separate operations will be placed on any one Sign.
- 12) Placing an operation on a Sign will be conducted on a first come first serve basis. Preference will be given to those operations located within the Village.
- 13) The Signs may be sited in the following general locations:
 - a) Harrow Road (mid way)
 - b) The Roundabout
 - c) Intersection of Birch Street and Prospect Street
 - d) Intersection of Aster Street and Dogwood Street
 - e) Dogwood Street (just beyond Elmwood Drive)
 - f) Pemberton Meadows Road at the north end of the Village
 - g) *Intersection of Aster Street and Prospect Street on the S/W corner*



Date: June 19, 2007

From: Lori Pilon, Administrator

Subject: Amenity Policy

Received by Council _____
Meeting No. _____
Date _____

RECOMMENDATIONS

THAT Council provide direction to staff as to what outcomes they would like to see at this stage of the process.

BACKGROUND AND COMMENTS

At the April 25th 2006 Regular Council Meeting, a report from the Director of Development Services and Village Planning Consultant regarding Financial Contributions for Community Amenity Policy was discussed and Staff were directed to develop a draft policy for consideration by Council.

The draft policy was presented to Council at the March 6, 2007 Council meeting at which Council resolved:

THAT a roundtable discussion be scheduled with representatives of the development community and large property owners regarding the Community Amenity Policy;

AND THAT staff report back to Council on the results of the roundtable discussion, and any proposed revisions to the Community Amenity Policy by April, 2007.

Meetings were held with the development community and large property owners on April 17, 2007 and with the public on April 18, 2007.

At the Council meeting held May 1, 2007, a report was presented in which Council was updated on the outcome of the public meetings and provided with a review of the five major themes that have emerged to date and the following resolution was passed:

THAT the Village of Pemberton Council instruct the Development Services Department to address the five major points raised by the development community / large property owners and the public, meet with SLRD planning

staff and report back to Council with proposed revisions to the draft Community Amenity Policy

AND THAT a follow up discussion with the members of the development community be held in October 2007.

On May 17, 2007 the Village Planning Consultant met with Steve Olmstead, SLRD Planning and Development Manager, to consult on the draft Amenity Policy given that the proposed policy focuses on the delivery of community and recreational facilities and both the Village and SLRD Area C participate in this function. The following conclusions were made:

- If possible, a co-ordinated amenity policy that address community and recreational facilities would be desirable for the two jurisdictions;
- A co-ordinated approach would involve jointly agreeing on the community/recreational projects and their funding mechanisms, be they located within or outside the Village boundaries; and
- To better understand the aspirations of our respective elected representatives, it would be beneficial for Planning staff of the two jurisdictions to meet with Village Council and Director Gimse

BUDGET IMPACT

There is no impact on the budget, except for staff time required to review and prepare any reports associated with the policy.

DISCUSSION

At this time, Staff is requesting direction from Council as to how they would like to proceed with respect to the Amenity Policy.



Date: April 24, 2007
From: Michael Rosen, Planning Technician
Trisa Brandt, Development Services Assistant
Subject: Draft Community Amenity Policy - Consultation

Received by Council _____
Meeting No. _____
Date _____

RECOMMENDATIONS

- 1) **THAT** the Village of Pemberton Council instruct the Development Services Department to address the five major points raised by the development community / large property owners and the public and report back to Council with proposed revisions to the draft Community Amenity Policy

- 2) **AND THAT** a follow up discussion with the members of the development community be held in October 2007.

BACKGROUND AND COMMENTS

On March 6, 2007 Council requested that staff schedule meetings with the development community / large property owners and the general public regarding the draft Community Amenity Policy and report back to Council by April 2007.

The Community Amenity Policy Roundtable Discussion was held on April 17th 2007 with the development community and large property owners, and a subsequent meeting with the public was held on April 18th 2007.

DISCUSSION

- 1) **Development Community Roundtable Discussion**
At the Roundtable Discussion on April 17th 2007, 16 representatives from the development community/large property owners and 4 representatives of the Village were in attendance. Copies of the notes from the meeting are attached. Three written submissions have been received to comment on the draft Policy and are also attached. The discussion enabled each participant an opportunity to voice their respective comments and opinions, with the following five major themes emerging:
 - i) **Support for the Policy:** Many representatives of the development community and large property owners offered solid support for the draft Policy. The development community stated that the provision of community and recreational facilities is essential to development in Pemberton. They felt the proposed Policy

will benefit the current residents as well as attract new residents, and make development more profitable despite the initial amenity charge cost.

- ii) Construction in Near Future:** The development community felt that it was important to be proactive in the construction of said amenities in the near future in order to add value to the community. It was discussed that it is more important to move forward with feasible short term projects (next few years) such as construction of the skate park, ball fields, soccer fields and other less expensive amenities rather than reserving the funds for large scale initiatives that may take considerably longer to construct; and that it may be necessary to utilize government funding and borrowing in order to accomplish this feat. In this way, the current residents and future residents may take advantage of increased amenities in the near future and thereby encourage more development which will in turn provide more revenue to aid in the funding of the large ticket items over the course of the next 20 years.
- iii) Reasonable Charge:** The representatives in attendance discussed the proposed charge at \$8060 per unit and felt it was a reasonable amount that would not negatively impact development in Pemberton, while still being large enough to contribute considerably to community amenity construction. A discussion occurred concerning the trigger for a Community Amenity Contribution, and if it should be required of every subdivision and rezoning, including those involving less than 3 units. There was also a discussion concerning the charge on multi-family units versus single family units, and there was consensus that the charge should be different for different housing types.
- iv) Complete Cost Analysis:** The Development Community felt that a complete costs analysis in the form of a business plan should be implemented for each proposed amenity in order to ensure proper allocation of funds for construction, maintenance and operational costs. It was also discussed that it is important to examine the population threshold necessary to make each community amenity affordable to operate and how outside users from the SLRD and Area C would contribute to the operational costs of each amenity. The business plan should also address the cost to the current residents in the form of taxes to ensure a reasonable amount in comparison to the proposed contribution charge from new residential development.
- v) Affordability:** A discussion occurred concerning how the proposed Community Amenity Charge would impact housing affordability for potential new Pemberton residents. Some felt that the charge would effectively reduce the price of raw land at the time of purchase by the Developer, who would essentially consider the fee and lower their offer to purchase on developable land based on the extra charge and therefore have little impact on affordability. Others felt that the charge may impact the up front cost to the homeowner, and therefore reduce affordability. It was also discussed that an extra \$8000 on a homeowner mortgage would translate to less than \$60 per month for a mortgage payment,

and therefore should not have a large impact on affordability in the event that the homeowner does primarily bear the cost.

In closing, the Village Planning Consultant offered the idea that a follow up meeting be scheduled with the development community in approximately 6 months in order to further discuss this issue or other issues of mutual interest, thus promoting good lines of communication and open discussion with the development community.

2) Public Information Meeting

On April 18th 2007 a discussion was held with the general public; 4 members of the public and 4 Village representatives were in attendance. Similar comments to the development community were raised including:

- Proactive construction occurring in the near future
- Established timelines to completion
- Outside users from SLRD and Area C
- Suppression of growth
- Affordability
- Competition between SLRD and Pemberton for development
- Tax implications
- Effects on local business

Generally participants felt that the development of community amenities is integral to the growth of Pemberton both to satisfy the needs of existing residents and to attract new development, however they also felt that the charge needs to be kept reasonable so as not to suppress growth or impact affordability, and that a focus on short term construction of small scale amenities is more important than long term saving for large ticket items.

COUNCIL OPTIONS

The following options are provided for Council's consideration:

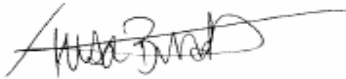
- 1) Option 1: Adopt the Community Amenity Policy as proposed
- 2) Option 2: Not proceed with the Community Amenity Policy
- 3) Option 3: Instruct the Development Services Department to address the five major points raised by the development community / large property owners and the public and report back to Council with proposed revisions to the draft Community Amenity Policy

CONCLUSIONS

The draft Community Amenity Policy was well received by the development community. While supporting the concept of instituting a community amenity policy, the development community made it very clear that taking a proactive approach in terms of

delivering community amenities is essential. Some work needs to be undertaken to investigate fine tuning the policy with respect to its application to multi family and single family development. Option 3 is the recommended course of action.

Michael Rosen
Planning Consultant



Trisa Brandt
Development Services Assistant

- Attachments:
- 1) Notes from Roundtable Discussion – April 17, 2007
 - 2) Notes from Public Information Meeting – April 18, 2007
 - 2) Written Submissions:
 - a. Peter Lewis April 2, 2007
 - b. Lisa Griffith April 17, 2007
 - c. John Gerbrandt April 23, 2007
 - d. Nyal Wilcox April 23, 2007
 - 3) Staff Report – March 6, 2007

Approved for Council Agenda

Lori Pilon
Administrator

- Community Amenity Policy Roundtable Discussion Notes -

Minutes for the Community Amenity Policy Roundtable Discussion held April 17, 2007 at the Pony Espresso at 7 pm.

IN ATTENDANCE:

Rob Thurrott, BCR Properties
Larry Anderson
Marlin Tobias, Glacier Creek
Peter Lewis, Lewis Holdings
Bob Adams
Nyal Wilcox, Sun Ridge Estates
Colin Johnson, Ravens Crest
Stephen Phare
Bruce Van Mook
Art Den Duyf
Sean Brawley
Pat Saintsbury
Cam McIvor
Tim Regan
Bob Menzel
Drew Meredith, Whister Real Estate Company

STAFF IN ATTENDANCE:

Michael Rosen, Village Planning Consultant
Trisa Brandt, Development Services Assistant
Lori Pilon, Administrator
Jordan Sturdy, Mayor

*Denotes late attendance

1) COMMENCEMENT

At 7:00 pm the Village Planning Consultant commenced the meeting.

2) INTRODUCTION

Michael Rosen introduced himself as the Village Planning Consultant and meeting facilitator, and introduced the Mayor Jordan Sturdy. Each participant introduced themselves and their interest in Pemberton.

3) COMMUNITY AMENITY POLICY

Michael Rosen presented the draft Community Amenity Policy, outlining the background of the policy, the process involved, the current status and calculation of the contribution amount. Calculation is based on the forecasted growth over the next 20 years and predicted costs of proposed amenities. The total cost of the amenities is divided between existing residents and future development totaling \$8060 per each new unit of development. This roundtable discussion was initiated by Council to allow for the development community to provide Council with recommendations and opinions on the draft Community Amenity Policy. Michael Rosen then opened the floor for discussion.

4) **OPEN DISCUSSION**

An open discussion ensued where each developer/land owner was given an opportunity to raise a point or question with regards to the policy. The following discussion points were raised:

- i. The sum of all proposed new residential development does not include all developable land due to the fact that certain portions are in the Agricultural Land Reserve and/or may not be zoned for residential but rather for commercial or industrial.
- ii. The rezoning and subdivision minimum of 3 lots to trigger a contribution to the Community Amenity Fund should be reduced to 1 lot.
- iii. The effect of the charge on the value of raw land was discussed.
- iv. The proposed amenity costs do not include the cost of the land or account for inflation.
- v. Council will review the policy every 2 years so that in the event of a large boundary extension or other major change, the Policy could be reviewed and/or changed to reflect the new land and/or developments.
- vi. The charge will be paid at time of approval and in the event that the charge should change between approval and construction, the difference would not impact the applicant.
- vii. The DCC charges have a component that can be used to purchase and develop parkland, and the Community Amenity Contribution will go solely to develop amenities; no overlap between the two charges will occur.
- viii. A multi-family unit represents a higher demand for amenities than a single family unit, and therefore the proposed contribution amount should differ for the two types of development.
- ix. The forecasted number of new residential units is based on estimates taken from recent subdivision and rezoning applications and assumed intentions on behalf of the land owners.
- x. With the approval of the Policy, the Community Amenity Contribution becomes a tangible benefit of development and therefore must be considered in all rezoning and subdivision applications.
- xi. The blanket contribution has been decided upon to ensure a fair charge is established with all developments rather than calculating a specific charge for each unique application.
- xii. Construction of the amenities should occur in the near future in order to ensure that the residents of Pemberton will be able to take advantage of amenities sooner rather than many years down the road. This would involve pushing forward with small scale projects as soon as the funding is available, including the possibility of using government funding and borrowing or lending where necessary. The amenity needs to occur in the near future in order to be sellable as a feature of the development, and therefore to encourage growth and ensure profitability for the development.
- xiii. The opportunity to pursue investment from the SLRD on large ticket items such as the Swimming Pool and arena should be pursued.
- xiv. The amenities list should not be limited to those amenities which are currently stated, but should be open to suggestion as the demand for specific amenities arises (such as a ball diamond, soccer pitch, trail upgrades, etc)
- xv. The feasibility of the amenities to be self sustaining is a study that must be undertaken in order to ensure that the Village can budget for construction as well as ongoing maintenance and operational costs, and to account for inflation. It may be important to examine the population threshold necessary to support each specific amenity before the Policy is approved.
- xvi. It may be possible to investigate into a type of Industrial support for the amenities in addition to the Community Amenity Policy by imposing a fee for logging trucks, forestation, or construction, (ex charge \$1 per meter of logs that are passed through our Village boundaries).

- xvii. The taxes on existing residents to aid in the funding for community amenities will be established and enforced by Council.

The following five points summarize the main components of the discussion and have been included in the report to Council:

- i. **Support for the Policy:** Many representatives of the development community and large property owners offered solid support for the draft Policy. The development community stated that the provision of community and recreational facilities is essential to development in Pemberton. They felt the proposed Policy will benefit the current residents as well as attract new residents, and make development more profitable despite the initial amenity charge cost.
- ii. **Construction in Near Future:** The development community felt that it was important to be proactive in the construction of said amenities in the near future in order to add value to the community. It was discussed that it is more important to move forward with feasible short term projects (next few years) such as construction of the skate park, ball fields, soccer fields and other less expensive amenities rather than reserving the funds for large scale initiatives that may take considerably longer to construct; and that it may be necessary to utilize government funding and borrowing in order to accomplish this feat. In this way, the current residents and future residents may take advantage of increased amenities in the near future and thereby encourage more development which will in turn provide more revenue to aid in the funding of the large ticket items over the course of the next 20 years.
- iii. **Reasonable Charge:** The representatives in attendance discussed the proposed charge at \$8060 per unit and felt it was a reasonable amount that would not negatively impact development in Pemberton, while still being large enough to contribute considerably to community amenity construction. A discussion occurred concerning the trigger for a Community Amenity Contribution, and if it should be required of every subdivision and rezoning, including those involving less than 3 units. There was also a discussion concerning the charge on multi-family units versus single family units, and there was consensus that the charge should be different for different housing types.
- iv. **Complete Cost Analysis:** The Development Community felt that a complete costs analysis in the form of a business plan should be implemented for each proposed amenity in order to ensure proper allocation of funds for construction, maintenance and operational costs. It was also discussed that it is important to examine the population threshold necessary to make each community amenity affordable to operate and how outside users from the SLRD and Area C would contribute to the operational costs of each amenity. The business plan should also address the cost to the current residents in the form of taxes to ensure a reasonable amount in comparison to the proposed contribution charge from new residential development.
- v. **Affordability:** A discussion occurred concerning how the proposed Community Amenity Charge would impact housing affordability for potential new Pemberton residents. Some felt that the charge would effectively reduce the price of raw land at the time of purchase by the Developer, who would essentially consider the fee and lower their offer to purchase on developable land based on the extra charge and therefore have little impact on affordability. Others felt that the charge may impact the up front cost to the homeowner, and therefore reduce affordability. It was also discussed that an extra \$8000 on a homeowner mortgage would translate to less than \$60 per month for a mortgage payment, and therefore should not have a large impact on affordability in the event that the homeowner does primarily bear the cost.

Michael Rosen concluded the discussion by inviting each participant to submit in writing or via email any comments they did not feel were addressed in the discussion, and recommended a

follow up meeting be scheduled in approximately 6 months time to revisit this issue and any others that may arise in order to ensure open communication and partnership between the development community/property owners and the Village of Pemberton Staff and Council.

5) **ADJOURNMENT**

The discussion adjourned at 8:45 pm.



MEETING NOTES

- Community Amenity Policy Roundtable Discussion Notes -

Minutes for the Community Amenity Policy Roundtable Discussion held April 18, 2007 in Council Chambers at 7 pm.

IN ATTENDANCE: Lori Gobert
Anne Crowley
Colin John
Nyal Wilcox

STAFF IN ATTENDANCE: Michael Rosen, Village Planning Consultant
Trisa Brandt, Development Services Assistant
David MacKenzie, Councilor
Jordan Sturdy, Mayor

*Denotes late attendance

1) COMMENCEMENT

At 7:10 pm the Village Planning Consultant commenced the meeting.

2) INTRODUCTION

Michael Rosen introduced himself as the Village Planning Consultant and meeting facilitator,

3) COMMUNITY AMENITY POLICY

Michael Rosen presented the draft Community Amenity Policy, briefly highlighting the major components of the Policy including the background, the process, the calculation of the charge, and the Council Recommendation that initiated the public hearing.

4) OPEN DISCUSSION

An open discussion ensued where the participants were able to share their opinions and questions. The following concerns were discussed:

- i. Timeline to completion of the amenities must be realistic, as many town projects have recently taken much longer than the forecasted timeline.
- ii. Government funding may be necessary in order to ensure that the facilities can be built in the near future.
- iii. Involving Mount Currie and the SLRD may help with funding for projects, but it adds complexity that can draw out the process and delay the construction.
- iv. Out of boundary users will need to be addressed either through increased taxation or a user pay system.
- v. The first amenity to be constructed will be selected by Council and will need to pass a public referendum.
- vi. Multi-use facilities do not fall under the Community Amenity Policy as they do not traditionally require rezoning or subdivision, and commercial development is not required to contribute to the Policy.
- vii. The fee must be kept at a reasonable level so as to ensure that suppression of growth does not occur. Local businesses and industry must be a priority in order to ensure

- job creation and secure the future of growth in Pemberton. As such, we need to ensure that it is an attractive place to locate a business where the employees can both afford to purchase a home and also have access to community amenities.
- viii. The construction of community amenities will also increase the number of jobs and businesses able to operate in Pemberton as it will provide jobs in the trades required for construction, and those required to operate the facilities. It will also attract businesses that may provide a service related to specific amenities such as a skate shop that can service the users of the skateboard park. The facilities will also provide an opportunity to attract other residents from the Sea to Sky corridor that may choose to spend money at local retail shops and restaurants, thereby increasing the feasibility of operating a local business in town.
 - ix. The approval of the Community Amenity Policy will not affect competition for development between the SLRD and the Village of Pemberton, as the majority of land in the SLRD is not developable or zoned in the ALR. In the event there was a development that was to occur close to the Village Boundary, there would be an opportunity to address a boundary extension at that time.
 - x. A referendum on a tax increase on existing residents or on borrowing/lending money to complete the construction of the amenities would be required as the current residents ultimately have the right to choose not to incur debt or incur higher taxes.

The Village Solicitor invited the public participants to submit in writing or via email any comments or concerns that they felt were not adequately addressed in this discussion.

5) **ADJOURNMENT**

The discussion adjourned at 8:15 pm.

RECEIVED

APR 18 2007

Village of Pemberton

Peter Lewis,
Lewis Holding.

April 2, 2007.

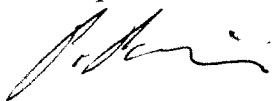
Dear Sir:

Re: Village of Pemberton Amenities Plan Proposal.

- (1) We will be unable to attend the round table discussion on this subject April 17th so we appreciate your taking our concerns to the meeting.
- (2) Our foremost concern is the fact that if this plan is approved it will result in a loss of \$300,000.00 in the reduced value of our property. (15%) . It may be added to the sale value of the lots, but this reduces affordability, which is becoming increasingly important.
- (3) It appears that Pemberton is dependant on growth to pay for the new works Either completed or underway and the Village has a limited land base. This new policy to help pay for more amenities will have a negative effect on growth. In our case the reduction in Assessments to compensate should reduce the taxes enough for us to live on the land without subdivision.
- (4) We believe that one of the more serious longterm flaws is that it is essentially a continuation of the "Voluntary Contribution" system that is in violation of the spirit of the law and likely the law itself.
- (5) We believe that we should stay with the existing legal system, and particularly avoid challenging the law when it involves fund raising for non essential items.
- (6) In cold reality affordability comes first. Unfortunately that means a factual cost benefit study is needed to determine the affordability of the proposed amenities.
- (7) We are in danger of borrowing huge amounts of money that will have to be paid out of taxes when we don't know the population level needed to maintain a reasonable level of affordability.
- (8) Pemberton is already not affordable for too many people.

Thanks for your efforts.

Phillip Perkins



June Perkins



Read on April 17/2007.

From: Lisa Griffith [lgriffith@slrd.bc.ca]
Sent: Tuesday, April 17, 2007 3:16 PM
To: tbrandt@pemberton.ca
Cc: sfraser@pemberton.ca; Rosen, Michael
Subject: Community Amenity Policy Roundtable Discussion
Hello Trisa,

Just wanted to send my regrets that I will not be attending this stakeholder's roundtable tonight. I am on reduced hours due to being 7.5 months pregnant, and therefore will not be able to participate. However, I thank you for including me in the invitation.

As you know, the SLRD is developing a Regional Growth Strategy which directs growth to occur within existing urban areas. While the draft RGS supports promoting and ensuring a variety of accessible recreational facilities, it also aspires to improve the provision of quality affordable housing. The suggested \$8,060 contribution per unit may place an undue burden on developers that will most likely be passed on to the consumer, which would not improve the situation of affordable housing in the Village of Pemberton.

Thank you for inviting my comments. Good luck with everything,

Lisa Griffith, Planner
Squamish-Lillooet Regional District
t. 604-894-6371 f. 604-894-6526
1-800-298-7753, ext 237
lgriffith@slrd.bc.ca

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Checked by AVG Free Edition.

Version: 7.5.446 / Virus Database: 269.5.2/766 - Release Date: 4/18/2007 7:39 AM

From: Gerbrandt, John D ILMB:EX [John.Gerbrandt@gov.bc.ca]
Sent: Monday, April 23, 2007 11:18 AM
To: tbrandt@pemberton.ca
Cc: Jordan Sturdy; Michael Rosen; Fitzsimmons, Mike ILMB:EX
Subject: RE: Village of Pemberton Community Amenity Charges Proposal - our File 2408375
Trisa,

Thank you for a copy of the Community Amenities Charge proposal. Integrated Land Management Bureau (ILMB) recognizes the Village's desire to develop additional recreational facilities for the community. We believe these new facilities should enhance the opportunity to market and develop the future phases of the Benchlands project. In this regard ILMB supports the Community Amenities Charge proposal, which will require a \$8,060 per unit contribution. However, our support is conditional in that the proposed amenity charge must be kept at a reasonable level to maintain the viability of the Benchlands project.

Please feel free to call me if you have any further questions.

John Gerbrandt
Project Manager
Lower Mainland Service Region
Phone (604) 586-2884 Cell (604) 612-3594
Fax (604) 586-2900

-----Original Message-----

From: Trisa Brandt [mailto:tbrandt@pemberton.ca]
Sent: April 18, 2007 1:58 PM
To: Gerbrandt, John D ILMB:EX
Cc: Jordan Sturdy; 'Michael Rosen'
Subject: Community Amenity Charges

Hello John,
Please find the relevant documents regarding the Community Amenity Draft Policy attached. Any comments or discussion you would like to offer can be forwarded to me at tbrandt@pemberton.ca to be included in the report to Council. If you have any questions please do not hesitate to contact me.
Regards,

Trisa Brandt, BA
Development Services Assistant
Village of Pemberton
Phone: 604-894-6135
Fax: 604-894-6136
www.pemberton.ca
tbrandt@pemberton.ca

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Version: 7.5.446 / Virus Database: 269.5.9/773 - Release Date: 4/22/2007 8:18 PM

April 23, 2007

Attention: Michael Rosen
Michael Rosen & Associates
2429 Marine Drive
West Vancouver, BC
V7V 1L3

Re: Proposed Community Amenity Contribution

Dear Mr. Rosen:

It was very nice to meet you at the developers' roundtable discussion meeting that you held in Pemberton on April 17, 2007. It was a very informative meeting for all who attended. At the meeting you indicated that you would be happy to receive written comments; accordingly, we have taken the opportunity to provide you with our comments set out below.

Like all of our developer peers who attended the meeting, we whole heartily endorse a community amenity contribution. We have long believed that the addition of recreation amenities in the Pemberton Valley would greatly enhance the standard of living and sense of community which would make the area a more attractive place to live. Our market research suggests that while many people move to Pemberton, attracted to its natural beauty, many people also move away because of the lack of local amenities. As a developer we want to see a thriving community that can not only attract new residents but can also keep them. Consequently, we have always made the supply of amenities key to our proposed development.

When we first started considering the development of what has become know as the "Ravens Crest Development", we immediately saw the opportunity to enhance the community by assisting in the development of local amenities. In our preliminary budgets we allocated a per lot cost for a contribution to recreational facilities and also allocated approximately 60 acres which we are prepared to donate to the Village of Pemberton for those facilities. We have approached the adjacent property owners and the Li'wat Nation and received favourable feed back from them. In addition, we did some preliminary work on a cost analysis not only for the construction of the facilities, but also for the operation of the facilities. We have attached some of our analysis hereto for your reference.

Now nearly three years later, we are please to see your report to the Village of Pemberton's council recommending a voluntary contribution by developers towards an amenity package. We confirm that we will support an amenities package wherein developers provide a contribution on a per lot basis. As indicated in the meeting, we believe that consideration should be given to how the charge is calculated and should

reflect a different level of contribution depending on the type of development unit created (i.e. single family residence, townhouse, condominium...).

However, like the other developers, we want to see results and not just an accumulation of funds for some distant day. We expect that it would begin with small initiatives first and then grow into larger undertakings such as:

1. Ball diamonds for the little league teams which would be a tremendous start for the community since the group has already been formed and has raised capital. In this instance we may be able to arrange for land to be donated for this project to build momentum;
2. Soccer fields, outdoor basket ball courts; tennis courts, riding center...; and
3. Large ticket items could be researched jointly with developers to create value for the costing issues going forward with these projects. All the developers present would commit time to the process.

Large Ticket items: Hockey Rink
Indoor Pool
Curling Rink

We note that for the larger items, it may be possible to lobby for corporate sponsorship to assist in the cost structure for each project. In addition, different levels of government or lotto agencies could be approached to solicit more capital to bring the projects on board earlier than later.

We would be happy to discuss the foregoing (or attached) with you in greater detail, or to assist in any capacity that you think appropriate.

Best regards,

Nyal Wilcox
VP Ravens Crest Developments
14185 Rio Place
Surrey BC V3S 0L2
Tel 604-592-6386
Fax 604-592-6314
Cell 604-889-7326

Pemberton Valley Community Recreational Facilities

Capital Cost Assumptions:

These costs have been prepared as preliminary costing for the project. We were fortunate to have Tim Varcoe who is the project manager for A Turf Ltd in The U.S. in the area last week. A Turf Ltd. builds recreational facilities in Canada and the United States (200,000 Million Annually). The number which have been provided have some degree of relevance in that he has built these types of facilities this year and is relatively confident of the pricing.

Arena - \$2.7 mil (500 seat Standard Surface)

Concrete or split faced block base walls to ten feet with a Butler style windowed roof canopy.

Pool - \$3 .4 mil. (25 meter Six Lane with kids pool)

Deck walk way of 12 feet, Concrete or split faced block construction a Butler styled canopy linked with common dressing room areas for both pool and arena. Also a community area for possible weight room or workout facilities with common area for small local cafeteria.

Soccer - \$0.65 mil (All Weather Field)

Synthetic field, is the best field in terms of maintenances, 90,000 sq ft field @ approx. \$6.00 or \$600,000 if not fenced. However the best way to keep the field is to have them fenced because you keep cars, vandalism etc is limited

He does not recommend a grass field simple because the maintenance is very expensive and believes synthetic fields are much less up keep and the life of them is over 25 years.

A second field built at the same time would be about another 400,000

Baseball-\$0.60 mil (Two Fields)

Hard Ball

Raised Pitching mound red clay mix, Outfield, Grass, 20 foot swath for base paths made with red clay 70 feet, pitchers mound 60 feet distance made with red caly, baseball fence to first base and third with small covered areas,400,000 estimate

Softball, Softball fields are smaller with pitching mounds flat at 50 feet from the plate and base paths are 60 to 65 feet. The required infield is more of a fine sand top and base if done with the hard ball field aprox. Cost 200,000.

Facility - \$7.35 million with one synthetic soccer field

\$7.75 million with two synthetic soccer fields

Contingency - \$2 million (30%)

Total Cost - \$9.35 million to 9.75 Million

RAVENS CREST DEVELOPMENTS LTD.

Office Address: Box 494, Pemberton, BC, V0N 2L0
Location: 7339 Old Mill Rd, Studio C, Pemberton, BC
PHONE: 604-894-5008 FAX: 604-894-5017
email: cwmcivor@telus.net

December 17, 2004

Mr. Steve Olmstead
Manager of Planning and Development
Squamish Lillooet Regional District
PO Box 219
Pemberton, BC
V0N 2L0

Dear Steve:

RE: RAVENS CREST – Financial Information

Further to your request at our December 3 meeting, please find attached financial information pertaining to the Ravens Crest Development.

Please call should you have any questions or require further clarification.

Sincerely,

Senga M. Lindsay, Project Manager
For Ravens Crest Developments Ltd.

Attachments – Gilbey Engineering Services Technical Memorandum dated December 16, 2004

Office Address: Box 494, Pemberton, BC, V0N 2L0
Location: 7339 Old Mill Rd, Studio C, Pemberton, BC
PHONE: 604-894-5008 FAX: 604-894-5017

TECHNICAL MEMORANDUM

DATE: December 16, 2004

File: Ravens Crest

TO: Stephen Olmstead, Manager of Planning Services, SLRD

FROM: Grant Campbell, Gilbey Engineering Services

CC: Cam McIvor, Ravens Crest Developments Ltd.
Senga Lindsay, SLA Inc.

RE: Ravens Crest Development – Financial Analyses

Introduction

Further to your request at the December 3 meeting, the following is a summary of the Ravens Crest Sports Complex proposal, including financial details. Also provided are financial details relating to tax impact to the SLRD arising from the proposed Ravens Crest Development.

Please note that this information is submitted in confidence, and that release of this information to the public would be harmful to business interests of a third party.

The information is presented as follows:

1. Introduction
2. Overview of Sports Complex Proposal
3. Overview of Tax Impact Analysis
4. Capital and Operating Costs for Development of the Sports Complex
5. Tax Impact Analysis Details

Overview of Sports Complex Proposal

Ravens Crest Developments proposes to construct an indoor ice rink, a baseball field, and a soccer field on a 40-acre site located within the Ravens Crest Development site.

The proposed 32-acre site is currently within the Agricultural Land Reserve. The site is comprised of rock outcrops and low-lying lands. It is proposed to use the rock outcrops to fill the low-lying lands so that a development area is created that is above flood construction level. The Agricultural Land Commission would have to approve this work and the proposed non-agricultural use of the site. The site would be donated by Ravens Crest to the appropriate government authority (Village of Pemberton or Squamish-Lillooet Regional District).

The capital cost for construction of a basic indoor ice rink facility is estimated at \$3,000,000. This cost includes a site preparation, a 30,000 square foot gross floor area steel building, and gravel parking. This cost is based on review of costs for similar

TECHNICAL MEMORANDUM

facilities in BC and Canada, and a site specific cost estimate prepared by Kneider Architects. Funding for this work would be through a contribution of \$2,100,000 from Ravens Crest, and allocation of \$900,000 of Recreation Development Cost Charges from the Ravens Crest development. As such, the capital cost of the facility is entirely funded from the Ravens Crest development, and there is no capital cost to be funded from residents or taxpayers in the area. The appropriate government authority (Village or SLRD) would own the facility, and Ravens Crest would be responsible for it's construction.

Operation of this facility is estimated to cost \$247,000 annually with anticipated annual revenue of \$87,000. This results in an annual operating deficit of \$160,000. These costs have been prepared by Bob Kusch, Director of Recreation for Squamish, and are based on actual operating costs for similar facilities in BC and Canada. The operating deficit would be funded through a recreation charge included in annual property taxes. If the cost is allocated to Village and SLRD Area C properties, the cost per property would be \$60 per year, or \$5 per month. This per property cost is based on the number of property folios within the Village and Area C as reported by BC Assessment Authority,

The cost of a more deluxe facility with additional features was investigated. It was found that a facility with a licensed restaurant, retail store, activity gym, and meeting/party room could operate without an operating deficit through increased revenues. The estimated capital cost of this facility is \$4,500,000. At full utilization, the facility is expected to have annual operating expenses of \$380,000 with annual revenues of \$430,000. This results in an annual operating surplus of \$50,000. The annual cost to borrow the additional capital is \$135,000, based on a 15-year amortization period and 4% interest rate. Thus the overall operating cost including debt servicing charges would be similar to the basic facility alternative.

The capital cost for construction of a baseball field and a soccer field is estimated to be \$450,000. This is based on review of costs of similar facilities in BC and Canada. Ravens Crest will build these fields through funding derived from Village of Pemberton Recreation Cost Charges. The fields would be owned and operated by the appropriate government authority (Village or SLRD).

Ravens Crest would like to have the ice rink facility fully operational by spring 2007. This would require that development approvals be received during winter 2004/2005. Ravens Crest would then construct site services in 2005, and the arena in 2006. Playing fields would be constructed in 2007.

It should be noted that if the local government prefers a cash contribution instead of construction of the Sports Complex, Ravens Crest will provide a \$2.1 M cash contribution towards community facilities as well as donate the 32-acres of land for community facilities.

Capital and operating cost details are appended to this report.

TECHNICAL MEMORANDUM

Overview of Tax Impact Analysis

The SLRD requested an analysis of the effect of the proposed Ravens Crest development on taxes within the SLRD.

Individual property taxes are derived by allocating the tax requisition proportionately amongst assessed property value.

For the purpose of this analysis, it was assumed that the SLRD tax requisition would not change appreciably. The systems are in place in the SLRD to manage tax folios, so the change in the number of folios should not significantly increase processing costs. No new services would be required by this development.

The analysis concluded the following for the three scenarios that were examined:

1. Current conditions

Currently, annual Local Services taxes amount to \$142, of which \$43 is for general SLRD operations

2. 50-lot development within SLRD, based on current zoning of 2.5-acre minimum parcel size

Taxes on other properties in Area C of the SLRD would decrease by approximately 10%.

3. 347-unit development within Village, consisting of single- and multi-family units as per the development proposal

Taxes on other properties in Area C of the SLRD would increase by approximately 0.03%.

Details of the analysis are appended to this report.

I trust the above addresses your concerns. Please contact me if you have any questions on the above, or require further information.

Grant Campbell, P.Eng.

Pemberton Valley Sports Complex Financial Analysis

Notes

- analysis is based on development and operation of a facility at Ravens Crest Development
- facility consists of an indoor ice rink, a baseball field and a soccer field
- analysis based on arena project management and construction by Ravens Crest Development
- capital cost estimates are in 2004 dollars and include taxes, contingencies and consulting

Assumptions

- Ravens Crest direct contribution is \$6,000 residential unit (133 SF, 214 MF)
- DCC contribution is \$6,500 per residential unit applied as needed to the ice rink facility
- the DCC contribution is applied when the SF lot is registered or the MF lot is developed
- subdivision servicing is completed in 2006
- MF development schedule - 50 in 2006, 100 in 2007, 64 in 2008
- arena construction starts early 2006, target completion late 2006, fields in 2007

<u>Capital Construction</u>	<u>Total</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Income						
Ravens Crest Contribution	\$2,082,000		\$2,082,000			
DCC Contribution						
SF residential	864,500		864,500			
MF residential	1,391,000		325,000	650,000	416,000	
Private Contributions						
Grant or other Government Funding						
Total Income	\$4,337,500	\$0	\$3,271,500	\$650,000	\$416,000	\$0
Expenses						
Ice Rink Construction	\$3,000,000		\$3,000,000			
Playing Field Construction	450,000			450,000		
Contribution to DCC Reserve	887,500		271,500	200,000	416,000	
Total Expenses	\$4,337,500	\$0	\$3,271,500	\$650,000	\$416,000	\$0

Operation and Maintenance

Income						
Tax Requisition				\$142,000	\$142,000	\$142,000
Total Income		\$0	\$0	\$142,000	\$142,000	\$142,000
Expenses						
Operating Deficit				\$142,000	\$142,000	\$142,000
Total Expenses		\$0	\$0	\$142,000	\$142,000	\$142,000

Cost Details

<u>Description</u>	<u>Amount</u>	<u>Comments</u>
Capital Costs		
Land Acquisition	\$0	provided by Ravens Crest
Off-site Services	0	provided by Ravens Crest
Ice Rink Building	3,000,000	Kneider Architects quote dated 19Nov04 includes site preparation, services and gravel parking
Baseball Field	250,000	projected cost from CJ
Soccer Field	200,000	projected cost from CJ
Total	\$3,450,000	

Annual Operating Costs	from BK budget
Ice Rink Operating Expense	\$246,607
Revenue from Operations	86,500
Net Operating Deficit	\$160,107

Cost per Typical Household (to fund operating deficit)

Annual Operating Deficit	\$160,000				Unit	Cost per
Funding Alternatives	Area C	Village	Ravens Crest	Total	Cost	\$400k Property
Individual Tax Folios (preferred)	1,470	881	347	2,698	\$59	
Residential Dwelling Units	1,227	751	347	2,325	\$69	
Assessed Property Value (\$M)	354	296	147	797	\$201	\$80
Debt Servicing Cost (for alternative arena with higher capital cost and an operating surplus)	capital interest years annual	\$1,500,000 4.0% 15				
				-\$134,912		

Note that the preceding analysis assumes that Ravens Crest Development is fully developed
Statistics are derived from BCAA listing of net taxable values for Village of Pemberton and all of SLRD Area C

PEMBERTON ARENA
Proposed Operating Budget
WAGES & BENEFITS

Arena Operation			
SKATE PATROL			
462 hrs X \$10		\$4,620.00	
Pro D Day Skates			
8 days x 12hrs x \$10		\$960.00	
Stat Holidays			
7 Stats x 12 hrs X 10		\$840.00	
Fringe		\$1,155.60	
Total		\$7,575.60	\$7,575.60
RECREATION FACILITY CLERK			
35 hours per week X 52 wks X \$15		\$27,300.00	
70 X \$15 (Holiday Replacement)		\$1,050.00	
Fringe		\$5,103.00	
Total		\$33,453.00	\$33,453.00
Maintenance			
FACILITY MAINTENANCE SUPERVISOR			
40 hours per week X 52 weeks X \$24		\$49,920.00	
Fringe		\$8,985.60	
Subtotal		\$58,905.60	\$58,905.60
RECREATION FACILITY ATTENDANT			
1050hrs X \$18 (weekends, event coverage,training,mtgs)		\$18,900.00	
11hrs X 7 stats X \$ 18 X 2		\$2,772.00	
Fringe		\$3,900.96	
Subtotal		\$25,572.96	\$25,572.96
Conferences & Workshops			
Accommodation	300		
Per Diem \$65/day	260		
RFABC Registration	360		
Total	1580	\$1,580.00	\$1,580.00
Travel			
Staff travel & expenses		\$660.00	
Total		\$660.00	\$660.00
Publicity			
Brochures (3)		\$6,000.00	
Newspaper Ads		\$3,000.00	
Total		\$9,000.00	\$9,000.00
Training			
WHMIS, 1st Aid Training, Propane Dispensing		\$920.00	
Arena & Refrigeration Courses - Arena Ops 1 & 2 RSA &		\$1,000.00	
Ice Facility Operator --New Course		\$1,000.00	
Total		\$2,920.00	\$2,920.00
Association Dues			
RFABC 6 staff @ \$90		\$540.00	
Socan		\$1,900.00	
Total		\$2,440.00	\$2,440.00
Office Supplies			
Office equipment servicing and supplies		\$2,000.00	
Printing (receipts, tickets, passes, envelopes etc.)		\$2,000.00	
Paper supplies		\$1,000.00	
General Office Supplies		\$2,000.00	
Postage		\$500.00	

Total	\$7,500.00	\$7,500.00
Equipment RE. + RE.,		
Photocopier lease and service	\$5,000.00	
Security	\$1,000.00	
Total	\$6,000.00	\$6,000.00
Arena -Phone		
\$250 x 12 months	\$3,000.00	
Total	\$3,000.00	\$3,000.00
Arena-Insurance		
Total	\$12,000.00	\$12,000.00
Arena-Maintenance		
Service Contracts		
HVAC/Boilers-Servicing parts and repairs	\$2,000.00	
Emergency Generator	\$1,500.00	
Garbage, cardboard and recycling pickup	\$2,400.00	
Blade Sharpening	\$800.00	
Refrigeration service, parts & repair	\$5,500.00	
Propane	\$1,500.00	
Total Service Contracts	\$13,700.00	
General Building Maintenance	\$6,000.00	
Arena Supplies & Equipment (ice paint, glass, nets, fenders, blades)	\$6,500.00	
Ice resurfacing equipment & repairs	\$9,000.00	
Total Parts & Equipment	\$21,500.00	
Total	\$35,200.00	\$35,200.00
Arena - Janitorial Supplies (Equipment, Supp., Chemicals)		
\$300/mth. X 12 mth.	\$3,600.00	
Total	\$3,600.00	\$3,600.00
Arena - Hydro		
Hydro \$2000/mth. x 12 mth.	\$24,000.00	
Total	24,000.00	\$24,000.00
Arena - Gas		
Gas \$1100 x 12 months	\$13,200.00	
Total	\$13,200.00	\$13,200.00
GRAND TOTAL EXPENSES		\$246,607
REVENUE		
Public Skating	\$6,000	
Winter Rentals	\$75,000	
Dry Floor Rentals	\$3,000	
Skate Shop	\$2,500	
Total	\$86,500	
GRAND TOTAL REVENUE		\$86,500
NET OPERATING BUDGET		\$160,107

Tax Impact Analysis - Ravens Crest Development

SLRD Tax Impact Analysis - Summary

Scenario One - Current Conditions

- annual Local Services taxes are \$142 , of which \$43 is for general SLRD operations.

Scenario Two - 50-lot Development (within SLRD)

- taxes on other properties in Area C will decrease 10 % on average.

Scenario Three - 347-unit Development (within Village)

- taxes on other properties in Area C will increase 0.03 % on average.

- SLRD share of cost of services common between Village and all of Area C will drop from 54% to 45%.

- Village of Pemberton tax assessment base will increase 46%, thus enabling the Village to generate additional revenue for services that Area C could benefit from.

SLRD Tax Impact Analysis - Details

- The following analysis estimates the financial impact of the proposed Ravens Crest development on SLRD government operations from a tax-based perspective.

- The following 3 scenarios were examined:

- 1) current conditions
- 2) 50-lot development based on current SLRD zoning (2.5-acre minimum parcel size)
- 3) 347-unit development based on single- and multi-family units and inclusion in Village of Pemberton boundaries

Scenario One - Current Conditions

- the following are estimated taxes for 2004 based on the current property assessment and prior year tax rates.
 - total revenue for all Local Services taxes is \$142, of which \$43 goes towards general SLRD operations.

<u>Description</u>	<u>Building Value</u>	<u>Land Value</u>	<u>Total Value</u>
Single Family Residence/Farm (287-acres)			
BCAA Assessment Total	\$13,300	\$100,000	\$113,300
School Taxable Total	4,000	50,000	54,000
Municipal Taxable Total	4,000	86,600	90,600
Tax Amount Calculation	Tax Rate	Tax Rate	
	<u>Buildings</u>	<u>Land</u>	<u>Tax Amounts</u>
Provincial School Tax			
Provincial School Tax	\$2.3501	\$6.8000	\$349.40
Provincial Rural Tax			
Provincial Rural Tax	0.0000	0.5000	\$50.00
Local Services Taxes			
Sea to Sky Hosp	0.0290	0.0290	2.63
Squamish-Lill Hosp	0.0690	0.0690	6.25
BC Assess. Auth.	0.1057	0.1057	9.58
Muni. Fin. Auth.	0.0003	0.0000	0.00
Rec Comm	0.0270	0.0270	2.45
Area C Squa-Lil. Reg	0.4769	0.4769	43.21
Pemberton Fire Prot	0.7177	0.7177	65.02
Pemberton Refuse	0.0676	0.0676	6.12
Pember. Fire Truck	0.0675	0.0675	6.12
Pemberton TV (1)	0.0472	0.0000	0.19
Sub-Total - Local Services Taxes			<u>\$141.56</u>
Total Tax Amount			<u><u>\$540.96</u></u>

Summary of BCAA 2004 Assessment Data

<u>Area Description</u>	<u># of Folios</u>	<u>Land</u>	<u>Improvements</u>	<u>Total</u>	<u>Dwellings</u>	<u>Population</u>
SLRD Area C						
Pemberton Valley	535	\$118,577,100	\$219,164,800	\$337,741,900	367	
Currie to Anderson Zone 720	925	\$154,415,400	\$65,952,089	\$220,367,489	715	
Total	1,460	\$272,992,500	\$285,116,889	\$558,109,389	1,082	2,819
Village of Pemberton	938	\$196,710,727	\$146,701,900	\$343,412,627	761	1,637
Area C plus Village	2,398	\$469,703,227	\$431,818,789	\$901,522,016	1,843	4,456

Notes:

- derived from 2004 Assessment data, including parks, crown, hydro, etc. (unconverted)
- number of dwellings calculated as number of folios with improvements
- population from SLRD 2004 Financial Plan



Date: March 6, 2007

From: David Allen, Director of Development Services
Michael Rosen, Planning Consultant

Received by Council _____

Meeting No. _____

Date _____

Subject: Community Amenity Policy

RECOMMENDATIONS

THAT a roundtable discussion be scheduled with representatives of the development community and large property owners regarding the Community Amenity Policy;

AND THAT staff report back to Council on the results of the roundtable discussion, and any proposed revisions to the Community Amenity Policy by April, 2007.

BACKGROUND AND COMMENTS

The development of community and recreational facilities to serve the residents of the Village has been a priority for Council.

At the April 25th 2006 Regular Council Meeting, a report from the Director of Development Services and Village Planning Consultant regarding Financial Contributions for Community Amenity Policy was discussed, and the following resolution was passed:

THAT staff be instructed to prepare a draft Community Amenity Policy and report back to Council;

AND THAT the report include a consultation strategy for Council to pursue regarding the implementation and adoption of a Community Amenity Policy;

AND FURTHER THAT staff provide Council with a timeline for completion of the Policy.

On June 27th 2006, a Council working session was held with staff and the Village planning consultant to review a draft Community Amenity Policy, and discuss issues identified in an accompanying report. At the time of this working session, the Village was awaiting a review of the draft Community Amenity Policy from the Village solicitor.

Discussion at the working session centered on a rationale and methodology for contribution from new development (i.e. must be equitable, and justifiable), and secondly; determining the appropriate trigger for contribution to community amenities (i.e. at rezoning, subdivision, development permit, etc.).

In July 2006, the Village solicitor sent a letter to the Village outlining options for collecting funds for community amenities. Based on the requirements of the *Community Charter*, the letter suggested that the proposed Community Amenity Policy:

1. must be set up as a “voluntary contribution”¹
2. could be considered at rezoning, to alleviate or offset the burden of rezoning based on additional demand on community amenities that the development would have;
3. could be considered at the subdivision stage, given that the Approving Officer has the statutory authority to refuse the subdivision if the capital costs of the Municipal infrastructure would, in his opinion, be excessive, and;
4. would not be appropriate under a development permit application.

The completion and adoption of a Master Plan for Lot 12 and 15 in September also assisted in the development of the Community Amenities Policy, as the master plan identifies what amenities Council wishes to see developed on these lots.

At the September 12th 2006 Regular Council Meeting, the following resolution was passed:

THAT in recognition of the need to plan for the development of recreational amenities to serve the Village of Pemberton and Area, Council supports in principle the Master Plan for Lot 12 and Lot 15, as outlined in the Pemberton Community Park Master Plan prepared by Eckford & Associates Landscape Architecture Inc. of Vancouver, BC.

The completion of a Master Plan for Lot 12 and Lot 15 is intended to guide the future development of new community amenities for the residents of the Village and Area C. The Master Plan is also a key element in the construction of the new Pemberton Community Center, the Pemberton Day Care Center, and future water park on Lot 15, and the development of a new skateboard park, bike park, skating rink, and parking area on Lot 12. The Master Plan will also serve as the basis for assessing costs for inclusion in the proposed Community Amenity Policy.

The completion of a master plan for trails, walkways, public art, heritage components, and other amenities within the Village, will provide Council with an opportunity to amend the Community Amenity Policy as required.

¹ Currently, there is no statutory authority to require the contribution, and that is why it must be implemented as a voluntary contribution.

COMMUNITY AMENITY CONTRIBUTION ANALYSIS

The Community Amenity contribution analysis outlined in this report is based on the assumption that 50% of the capital costs of the new community amenities on lot 12 and lot 15 would be borne by the Village of Pemberton, with the remaining 50% being borne by Electoral Area C in the SLRD. Currently, local recreation is delivered as a sub-regional joint service between the Village of Pemberton and Electoral Area C, the costs of which are shared based on assessed values.

The Village has no expectation that there will be a cost-sharing agreement with the SLRD for a future arena or indoor pool, and therefore a 100% cost recovery for these amenities reflected in the Community Amenity Policy.

The financial contributions proposed for a new Community Amenities Policy outlined in this report are based on a continuation of the current cost sharing approach between the Village and Electoral Area C.

New residential development that would require rezoning and/or subdivision approval that could contribute to community amenities within the Village in the next 20 years is projected to be as follows²:

Development	Unit Type	Number of Units
Benchlands NCP	Townhouse multi-family, small lot single family, medium single family, large single family	500
Old Mill Site	Multi-family & Small-lot Single Family	150
Y-Lands	Multi-family & Small-lot Single Family	130
Perkins Subdivision	Small-lot Single Family	37
BCR Properties	Small-lot Single Family	23
Boundary Extension related		?
TOTAL		840

Based on these projections, the total number of residential units projected to be in the Village in 20 years is 1795. New residential development community amenity contributions would be 840 divided by 1,795, or about 47%.

Having determined the formula for sharing the overall cost of community amenities, the following is a summary of how the revised Community Amenity Policy contribution would be derived:

- Projected cost of community amenities as per Lot 12 and 15 Master Plan – skateboard and bike park - \$660,000; water park - \$150,000; skating rink - \$150,000; and, youth centre and landscaping on Lot 15 - \$660,000. **Total - \$1.62 million**

² These projections are based on the OCP and exercising professional judgment in terms of the future development of the Village.

- Assume a split of 50% Village of Pemberton and 50% SLRD - \$ 810,000 each
- New Swimming Pool – \$8 million³
- New Arena – \$5.6 million⁴
- Total Projected Cost of Community Amenities - \$14.41 million
- Estimate of projected amount of development (20 years): 840 Dwelling Units
- Assume \$ 14.41 million split - 53% existing residents and 47% new residents
- Cost of community amenities attributed to New Development - \$6.77 million
- Proposed Community Amenity Contribution: \$8,060 / unit

DISCUSSION

In reviewing the draft Policy, you will note that it contains the following major components:

- **The Community Amenity Contribution is only payable for residential projects of 3 units or greater that require rezoning or subdivision;**
- **The Community Amenity Contribution is set at \$8,060 per unit.**
- **The Community Amenity Contribution will be payable at the time of building permit for multi family projects, or at subdivision for single family dwellings.**
- **The Community Amenity Contribution will be deposited within a Community Amenity Contribution Reserve Fund and will be used to finance community amenity projects.**
- **The Community Amenity Policy will be reviewed in two years.**

It is important for Council to realize that in requiring the Community Amenity Policy (Policy) to apply only to residential projects that require rezoning, there will be future projects in which the Village will **not** be collecting a contribution, such as Phase 2 of the 54 lot Benchlands subdivision, and the mixed use commercial / residential projects within the existing C-1 and C-3 zones.

³ Based on 2005 Pemberton and Electoral Area C Master Plan Update Focus on Major Facilities

⁴ Based on 2005 Pemberton and Electoral Area C Master Plan Update Focus on Major Facilities

Based on a review by the Village solicitor, the Community Amenity Policy will apply to all future residential projects (greater than 3 units) requiring rezoning and subdivision, but will not apply to those requiring a development permit.

Proposed Consultation with Development Community

The proposed application of a Community Amenity Charge is clearly a new initiative that would be of great interest to the community at large, and in particular the development community. As such, consultation with major property owners and the development community should be pursued as an integral component of the adoption and implementation of a Community Amenity Charge policy.

One idea is that the draft Policy should be distributed to the major property owners and the development community, and that a roundtable discussion be initiated by the Village and input sought on the draft Policy. This roundtable discussion would be scheduled for February or March, and staff would expect to report back to Council in April, with adoption expected for May, 2007.

OPTIONS FOR COUNCIL

The following options are provided for Council's consideration with regards to proceeding with the draft Community Amenity Charge Policy:

- Option 1: Instruct staff to schedule a roundtable discussion with representatives of the development community and large property owners regarding the draft Community Amenity Charge Policy; or
- Option 2: Request staff to undertake more work on the draft Community Amenity Charge Policy prior to proceeding further with the Policy.

CONCLUSION

The development of community and recreational facilities to serve the residents of the Village and Electoral Area C has been a priority for Council and the SLRD Board for a number of years. A number of initiatives have been pursued in an attempt to raise the necessary funds to finance the project. The adoption of a Community Amenity Policy is seen by staff as another mechanism to help the community realize its goals.

David Allen,
Director of Development Services &
Approving Officer

Michael Rosen
Planning Consultant

Attachments:

- 1) *Draft Community Amenity Policy*

Approved for Council Agenda

Lori Pilon
Administrator

PURPOSE

Village Council has established a Community Amenity Policy (Policy) in order for Village to address the burden which residential development imposes on the demand for public facilities, services and amenities. As part of the Village Council exercising its discretion to rezone land, and the Approving Officer considering subdivision applications, the Policy addresses certain public interest considerations.

COMMUNITY AMENITY POLICY

1. Proponents of **rezoning applications**, which include a residential component of more than 3 units, are requested by Council to address the burden which residential development imposes on demand for public facilities, services and amenities by contributing to a fund for their provision, improvement and expansion through the payment of a *Community Amenity Contribution*. If the proponent does not offer to contribute to the fund, Council may deny the application because the proposed development would impose a special burden, which the Village is not in a position to financially contend with.
2. Proponents of **subdivision applications**, which have not been the subject of a rezoning application, are requested by Council to address the burden which residential development imposes on demand for public facilities, services and amenities by contributing to a fund for their provision, improvement and expansion through the payment of a *Community Amenity Contribution*. If the proponent does not offer to contribute to the fund, the Approving Officer may deny the application because the proposed development would impose a special burden, which the Village is not in a position to financially contend with.
3. The *Community Amenity Charge* is **\$8,060** per residential unit. The detail of the manner in which this charge has been determined is outlined in Appendix A of this Policy.
4. At the time of submission of a rezoning application, the proponent shall submit a *Confirmation of Contribution Form*, a copy of which is attached as Appendix B of this Policy.
5. Prior to adoption of the bylaw that will rezone the proponent's land, proponents will be requested to enter into a 219 restrictive covenant agreement with the Village that will require that the *Community Amenity Policy* contribution will be payable to the Village of Pemberton by way of

certified cheque at the time of application for building permit for multi-family projects, or at the time of subdivision for single-family lots.

6. Prior to the approval of a subdivision, the *Community Amenity Policy* contribution shall be payable to the Village of Pemberton by way of certified cheque.
7. The *Community Amenity Policy* will be deposited in a Community Amenity Reserve Fund that will only be used by Council to assist in the financing of the following types of community amenities that includes but is not limited to:
 - ❑ an indoor swimming pool complex;
 - ❑ an arena;
 - ❑ outdoor skating rink
 - ❑ a water park;
 - ❑ a skateboard park; and
 - ❑ bike park
8. Council will review the *Community Amenity Policy* every two years.

APPENDIX A

DETAILS ON THE CALCULATION OF THE COMMUNITY AMENITY CONTRIBUTION

- Projected cost of community amenities as per Lot 12 and 15 Master Plan – skateboard and bike park - \$660,000; water park - \$150,000; skating rink - \$150,000; and, youth centre and landscaping on Lot 15 - \$660,000. **Total - \$1.62 million**
- Assume a split of 50% Village of Pemberton and 50% SLRD - \$ 810,000 each
- New Swimming Pool – \$8 million⁵
- New Arena – \$5.6 million⁶
- Total Projected Cost of Community Amenities - \$14.41 million
- Estimate of projected amount of development (20 years): 840 Dwelling Units
- Assume \$ 14.41 million split - 53% existing residents and 47% new residents
- Cost of community amenities attributed to New Development - \$6.77 million
- Proposed Community Amenity Contribution: \$8,060 / unit

⁵ Based on 2005 Pemberton and Electoral Area C Master Plan Update Focus on Major Facilities

⁶ Based on 2005 Pemberton and Electoral Area C Master Plan Update Focus on Major Facilities

APPENDIX B

**CONFIRMATION OF CONTRIBUTION
TO OFFSET BURDEN OF REZONING AND SUBDIVISION**

To: VILLAGE OF PEMBERTON

By: _____

(the "Applicant")

Re: _____

("the Lands")

WHEREAS the Applicant has applied to rezone and/or subdivide the lands so as to permit a residential development greater than three dwelling units;

AND WHEREAS the Applicant acknowledges that such a rezoning and/or subdivision imposes a special burden on the Municipality in relation to public facilities, services and amenities required to support such development;

THEREFORE, the Applicant volunteers and agrees to contribute the sum of \$8,060.00 per new dwelling unit permitted by the rezoning in order to help offset this special burden in the event that the rezoning is approved by the Council of the Village of Pemberton, or a subdivision is approved by the Village of Pemberton Approving Officer.

The Applicant acknowledges that this contribution is being made voluntarily and that it is not in lieu of development cost charges, or any other contribution, fee, charge or levy which the Village of Pemberton is authorized to impose.

Dated this _____ day of _____, _____.

Signature _____
(Applicant)