

**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, July 8, 2008 at 10:00 a.m. in Council Chambers, 1350 Aster Street.

Time	Item of Business	Page No.
10:00 a.m.	1. CALL TO ORDER	
10:00 a.m.	2. INDUSTRIAL PARK OCP/ZONING BYLAWS RECOMMENDATION: for discussion Planning Consultant Michael Rosen will participate by telephone.	2
10:30 a.m.	3. HIGH SCHOOL PROPERTY RECOMMENDATION: for discussion	33
10:45 a.m.	4. 911 SERVICE Presentation by SLRD CAO Paul Edgington and ECOMM Rep. Dave Mitchell RECOMMENDATION: for discussion	35
11:45 a.m.	5. TERMINATION	



REPORT TO COUNCIL

Date: June 17, 2008

Received by Council _____

From: Richard Diamond, Planning Technician
Michael Rosen, Planning Consultant

Meeting No. _____

Date _____

Subject: Official Community Plan Amendment Bylaw 609, 2008
Zoning Bylaw Amendment Bylaw 610, 2008
Pemberton Industrial Park

RECOMMENDATIONS

THAT prior to giving Second Reading to Official Community Plan Amendment Bylaw 609, 2008 and Zoning Amendment Bylaw 610, 2008, a Working Session of Council be held on Tuesday, June 24th to consider all the recommendations from the referral agencies to determine whether or not and how the bylaws should be amended.

BACKGROUND AND COMMENTS

On 1 April 2008, Official Community Plan Amendment Bylaw 609, 2008 and Zoning Amendment Bylaw 610, 2008 were given First Reading by Council and referred to the Village's advisory committees (ALUC and ADRC), the SLRD, the Ministry of Transportation, the Area Chamber of Commerce and the Business Focus Group for comment.

REFERRAL COMMENTS

Advisory Land Use Committee (ALUC)

On 7 May 2008 the Village's the Advisory Land Use Committee reviewed the two bylaws and resolved to **not** support Official Community Plan Amendment Bylaw 609, 2008 and resolved to support Zoning Amendment Bylaw 610, 2008 with revisions, including, removing Business and Professional Office uses, redefining Civic Use as Public Safety Services and redefining Pet Grooming as Animal Care and Accommodation.

The rationale given by the Committee for their resolution was as follows;

- A viable town center has to retain businesses close to the Village Center to minimize driving and allow residents to be close to the services (ie. professional offices and laundry mat in downtown core);
- The amendments do not support the concept of a sustainable/walkable community; and
- The amendments were driven by real estate and do not reflect the need for a viable community.

Other discussion notes can be viewed in the attached ALUC meeting draft minutes.

Advisory Design Review Committee (ADRC)

On 14 May 2008 the Advisory Design Review Committee reviewed the bylaws and resolved to support the Bylaws, however the Committee cited a number of concerns including the following;

- Traffic and pedestrian conflict;
- The amendments do **not** support a walkable community; and
- Importance of considering the long term needs of the community.

The Committee provided the following rational in support of the Bylaws;

- The location of various specific uses should be dictated by the needs of business; and
- The Committee feels that uses should be opened up in the Park to stimulate development within the Park.

Other discussion notes can be viewed in the attached ADRC meeting draft minutes.

Squamish Lillooet Regional District (SLRD)

On 28 April 2008, the SLRD board passed the following resolution, based on the attached staff report;

THAT the Village of Pemberton be advised of the following SLRD comments with respect to “Official Community Plan Amendment Bylaw No. 609, 2008 and Zoning Amendment Bylaw No. 610, 2008:

1. In order to maintain the industrial land supply for industrial uses and to continue to work toward maintaining a vibrant village center, the SLRD recommends that:
 - a) The Village of Pemberton not proceed with OCP amendment Bylaw 609; and
 - b) Business and professional offices and civic uses be deleted from the list of permitted uses proposed in Zoning Amendment Bylaw 610.
2. If the Village of Pemberton proceeds with Bylaw 609 and 610, the SLRD recommends that:
 - a) Bylaw 609 be amended to insert the words “on a site specific zoning basis” after the words “business offices will be accommodated”;
 - b) Section 2 of Bylaw 610 be amended to replace the use “business and professional offices subject to the requirements of 311.9” with “business office use”; and
 - c) The term “business office use” be defined as per the District of Squamish zoning bylaw definition.

It is important to note that in the SLRD Planning staff report, the following rational was provided to the Board:

- The Pemberton Sub Regional Planning Study concluded that over the longer term there are constraints to industrial land supply in the Pemberton area;

- It was suggested that the zoning amendment would bring the Village of Pemberton's Industrial Zoning more in line with other Sea to Sky communities, although, Whistler's model is based on Whistler being a **resort** and has different planning and land use priorities in order for it to function well as a resort;
- SLRD staff sees spot zoning, as used in the District of Squamish, as a more comparable model for Pemberton in the context of the Sea to Sky region; and
- The Village recently commented to the SLRD with respect to the commercial policy for Mt. Currie in the revised Electoral Area C OCP that it "does not want significant commercial activity taking place outside the Village's existing town center and gateway".

Ministry of Transportation

The Ministry has indicated that it has no objections to either bylaw. The Ministry however has indicated some concern with traffic and future growth in the Industrial Park. In this respect, MoT has indicated that it is prepared to work with the Village in planning for the future growth in the Park with respect to traffic planning.

Mount Currie Band

No comments had been received at the time this report was prepared.

Chamber of Commerce

The Village received correspondence, dated December 14, 2007, from the Chamber of Commerce indicating their support for the expansion of use in the Industrial Park. This letter was in response/support of the correspondence sent by Ms. Lisa Ames, dated December 10, 2008, in which a list of suggested uses were presented. The Chamber of Commerce was sent a referral package on the bylaws on April 4, 2008. As of the time this report was prepared the Village has received no comments from the Chamber specifically related to the bylaws as presented at First Reading..

Business Park Focus Group

In the attached letter dated 14 May 2008, the Focus Group indicated that the majority of land owners within the park support the OCP and Zoning amendments as proposed. No rationales were provided for said support.

Planning Staff

Consistent with previous commentary regarding this issue, Planning staff generally concurs with the referral comments to **not** support the OCP amendment and to revise the Zoning Bylaw amendment, as introducing business offices as a principal use in the Industrial Park is not in keeping with:

- the current policies in the Official Community Plan;
- the recommendations contained within the Pemberton Area Sub-Regional Growth Study;
- *Smart Growth* principals; and
- the aspirations of revitalizing the Village's core.

As the referral agencies have hi-lighted concerns with respect to the amending bylaws it is recommended that a Working Session of Council be held prior to giving Second Reading in order to further review and discuss the impacts of the bylaws or the proposed amendments to the bylaws as suggested by the referral agencies.

The proposed timelines for moving these bylaws forward would be as follows:

June 24 – Working Session - Bylaw review and discussion
July 8th – Council Meeting – Second Reading with amendments
July 22nd – Public Hearing for both bylaws
July 22nd – Special Council meeting to provide Third Reading
July 23 – August 12 – Referral to Ministry of Transportation for approval
August 12th – Fourth and Final

BUDGET IMPACT

Staff time to prepare the Bylaws, send and review referral comments, attend the Public Hearing and Council Meetings and prepare reports.

OPTIONS FOR COUNCIL

The following options are provided for Council's consideration:

Option 1: Give Second Reading to Bylaws 609 and 610 as presented and schedule a Public Hearing;

Option 2: Do not give Second Reading to Bylaws 609 and 610 at this time;

Option 3: Prior to giving Second Reading to Official Community Plan Amendment Bylaw 609, 2008 and Zoning Amendment Bylaw 610, 2008, schedule a Working Session of Council for Tuesday, June 24th to consider all the recommendations from the referral agencies to determine whether or not and how the bylaws should be amended.

Based on the above report and referral comments received by the Village, staff recommends that Option 3 be pursued.

Attachments:

- I. Draft ALUC Meeting Minutes, dated 7 May 2008*
- II. Draft ADRC Meeting Minutes, dated 14 May 2008*
- III. SLRD Staff Report dated 10 April 2008*
- IV. SLRD Board Meeting Minutes, dated 28 April 2008*
- V. MoT comments dated 21 May 2008*
- VI. Chamber of Commerce letter dated December 14, 2007*
- VII. Comments from the Pemberton Business Park Focus Group, dated 14 May 2008*
- VIII. Staff report dated 26 March 2008*
- IX. Bylaws 609 and 610, 2008*

COMMITTEE MINUTES

-Advisory Land Use Committee MINUTES -

Minutes for the Advisory Land Use Committee of the Village of Pemberton held May 7th, 2008 at 7:00 p.m. in Council Office at 7400 Prospect Street, Pemberton, BC.

IN ATTENDANCE:

Lisa Griffith
Lisa Ames
Veronica Woodruff
Bob Adams
Ted Craddock
Councillor Kirsten McLeod

ABSENT:

Jennie Helmer (Council Alternate)
Drew Meredith

STAFF IN ATTENDANCE:

Lori Pilon, Chief Administrative Officer
Sheena Fraser, Manager of Administrative Services
Richard Diamond, Planning
Michael Rosen, Planning Consultant
Lorien Chilton, Village of Pemberton Intern
Suzanne Bélanger, Development Services Assistant

1) CALL TO ORDER

At 7:05 pm Ted Craddock called the Meeting to Order.

At 7:05 p.m. Lisa Ames declared a conflict of interest pursuant to Section 100(2) of the Community Charter and excused herself from the meeting.

2) MINUTES

a) Minutes of the ALUC meeting held March 12th, 2008.

Moved/Second

THAT the minutes of the ALUC meeting held March 12^h, 2008 be received as circulated.

CARRIED

3) OFFICIAL COMMUNITY PLAN Bylaw No 609 & ZONING AMENDMENTS Bylaw No 610

a) **Amendments Background:**

Michael Rosen provided the Committee with a background on the proposed Bylaw Amendments and the need to change the OCP in order to do a Zoning Amendment. He also reminded the committee that the drafting of the Bylaw and the referral process was requested by Council following a Report to Council, and does not necessarily reflect the views of the Planning Department. Council instructed staff to prepare the amendments to accommodate a wider array of uses within the Industrial Park's M-1 Zone.

Michael also reminded the Committee Members that a Sub Regional Land Use study was completed recently that indicated that in the foreseeable future there may be a shortfall of industrial land in the area.

b) Topics of Discussion:

- The rationale for changing the usage in the Industrial Park to stimulated development.
- A viable town centre has to retain businesses close to the Village Centre to minimized the driving and allow residents to be close to the services (i.e. Laundromat, professional office in the downtown core).
- The amendments do not support the concept of a sustainable/walkable Community.
- The amendments were driven by real estate and do not reflect the need for a viable community.
- The need for more Development in the Industrial Park
- Cleaning up of the definitions would be beneficial.
- Temporary tourism definition and parking issues that could be related to it.
- Businesses will have to meet the parking requirements as pursuant to the Zoning Bylaw.

A discussion followed about permitted uses in the Industrial Park and the definitions. Michael and Richard pointed out that many of the business listed in Lisa Ames letter are already allowed in the Industrial Park and that an OCP amendment may not be necessary to accommodate a broader list.

The members were all in agreement in wanting the professional offices to remain in the Village Centre.

c) Bylaw No 609-OCP Amendment

Moved/Second

THAT the Committee supports the proposed OCP amendment.

Opposed: Lisa Griffith, Veronica Woodruff, Bob Adams, Ted Craddock, Kirsten McLeod

DEFEATED

d) Bylaw No 610-Zoning Amendment

e)

Moved/Second

THAT the Committee supports the amendment in principle and would like to see more clarity to the Zoning Bylaw by redefining section 311.1 (Industrial M-1 Zone):

1. Remove Business and Professional Office
2. Civic to be redefined to Public Safety Services
(i.e. Firehall-Ambulance-Public Work's Yard)
3. Pet Grooming to be redefined to Animal Care & Accommodation

CARRIED

4) **NEXT MEETING DATE: June 4th (since changed to June 11th, 2008)**

5) **ADJOURNMENT**

Moved/Second

THAT the Advisory Land Use Committee meeting be adjourned.

CARRIED

At 8:40 p.m. the Chair adjourned the meeting.

This is a true and correct copy of a meeting of the ALUC of the Village of Pemberton, held May 7th, 2008.

Chair



COMMITTEE MINUTES

-Advisory Design Review Committee Minutes-

Minutes for the ADRC of the Village of Pemberton held May 14th, 2008 at 7:00 pm.
7400 Prospect Street (White Building).

IN ATTENDANCE:

Karen Love
Patrick Bradner
Shane Pedrini
Saad Hasan
Sandy Ryan
Councillor David Mackenzie

ABSENT:

Kirsten McLeod (Council Alternate)

STAFF IN ATTENDANCE:

Lori Pilon-Chief Administrative Officer
Richard Diamond-Planner
Lorien Chilton-Intern
Suzanne Bélanger-Development Services Assistant

1) CALL TO ORDER

At 7:07 pm Saad Hasan called the Meeting to Order.

2) MINUTES

Minutes of the ADRC meeting held March 19th, 2008.

Moved/Seconded

THAT the minutes of the ADRC meeting held March 19th, 2008 be received as circulated.

CARRIED

3) DEVELOPMENT APPLICATION DP#054

a) Development Representatives Attendance

Wayne MacDonald-Developer
Andrew Terrett-Architect
Paul Smith-Project Manager

b) Project Description

Description: 7441-7443-7446 Frontier Street (Lots 3-4-5, Plan 1624, DL 203, LLD)

Zoning: C-1 Mixed use of commercial and residential

The Village has received a Development Permit Application from Mr. Wayne MacDonald on behalf of Pemberton Frontier Developments Ltd. to develop a mixed use commercial/residential building at 7441-7443-7445 Frontier Street. The proposal is for a three story plus a partial fourth story. The building includes approximately 907 sq. meters of commercial area on the ground floor and approximately 3,285 sq. meters of residential, being a mix of studio, one and two bedroom units for a total of 40 residential units. The lots are zoned C-1 and allow for mixed use of commercial and residential development to the requirements in Section 306, Bylaw 466, 2001.

The architect presented some aspects of the form and character of the project.

- The building will be using many “leed” criteria (Leadership in Energy Efficient Design) when possible (i.e. local material, green design, geothermal etc).
- The building frontage (set back) is close to the street with direct entry level (no stairs) to facilitate a friendly walkable concept.
- Parking is covered with heated texture concrete to accommodate a variation of grade to 15%. (max. permitted grade=6%). The increased grade is to accommodate the direct entry at street level.
- The building color scheme is of multi colored neutral tone for added depth.
- The garbage area is closed in.
- The exterior covering will be Hardy plank (concrete composite) as well as a stone.
- The building will use flat roof technology to alleviate any snow shed issues. The roof top decks will be landscaped.
- The building’s overhangs will have timber bracket.
- The concrete firewall next to the hydro station will use green wall technology to minimize the visual impact.
- Street landscaping is limited due to minimal set back and will be mostly trees on 5’ wide sidewalk (i.e. See Aster Street).
- The second floor balcony will have privacy with half being a rock wall and the top 2 feet with black iron railings.
- The commercial parking space will be at the side and back and the residential with be underground.
- The clock tower will have a working clock and is a statement feature of the project.
- Lighting of the building will be using the dark sky concept with lighting being minimal (low wattage) and illuminating downwards (i.e. goose neck lamps).
- Commercial door set back is of 3’.

c) Topics of Discussion

Concept

- Staff reviewed the application and commented that there is no concern from the Fire Department in regards to the partial fourth floor which has a height of 50’. Staff commented that the partial fourth floor of the building enhances the project (massing) even though the Village Zoning Bylaw allows for a maximum of 35’. It is also a complimentary building to the surrounding properties. Staff has no concern in regards to the parking access grade and consider the increase a reasonable request, given that the access driveway is covered & heated.

Parking

Staff commented that the parking requirement was short one to ten space(s), ten being the worst case scenario. The occupancy of the commercial spaces will dictate parking requirements and will have to conform to parking bylaw.

The developer has looked at different parking strategies (i.e. parking lease, cash in lieu etc.)

d) Resolution

Moved/Seconded

THAT the committee supports the proposed development, as presented, subject to the Applicant resolving the following and reporting back to the committee:

1. Parking Proposal/Strategy showing a commitment to accommodate different parking requirements;
2. Details of green wall technology to the concrete fire wall;
3. More railing details;
4. Landscaping details;

CARRIED

4) OFFICIAL COMMUNITY PLAN & ZONING AMENDMENTS

a) Amendments Background:

Richard Diamond provided the Committee with a background on the Bylaw Amendments and the need to change the OCP in order to do a Zoning Amendment. He also reminded the committee that the drafting of the Bylaw and the referral process was requested by Council following a Report to Council and does not necessarily reflect the views of the Planning Department. Council instructed staff to prepare the amendments to accommodate a wider array of uses within the Industrial Park's M-1 Zone.

Mr. Diamond reminded the Committee that the mandate of the Advisory Design Review Committee was to look at the impact that the amendments would bring to the "form & character" of the Industrial Park

b) Topics of Discussion:

- Limited use of indoor recreation.
- Businesses will have to meet the parking requirements as pursuant to Zoning Bylaw.
- Changes in usage could potentially repeat the issues that Function Junction has been dealing with (i.e. Noise and pedestrian traffic issues).
- Does not support a walkable community.
- Change in traffic patterns and pedestrian traffic may be a safety issue.
- Importance to plan right for the long term usage needs.
- Industrial Park can not be compared to Function Junction since we have available business spaces in the Village of Pemberton where Whistler has been struggling with available space in general.

- The need to open business in the Industrial Park.
- Business needs should dictate the usage and location.
- The needs of an active community anywhere in town and without restrictions (square footage vs. use) limiting usage.

A discussion followed in regards to road issues (sidewalks-road improvements etc). Lori Pilon advised that a local improvement could be initiated by the Village or by the owners through a petition but that in any event the owner's agreement would be necessary to move forward with any projects. It was mentioned that the high cost of improvements may not be a viable economic choice for some business owners.

c) Bylaw No 609-OCP Amendment

Moved/Second

THAT the Committee supports the proposed OCP amendment.

CARRIED

d) Bylaw No 610-Zoning Amendment

Moved/Second

THAT the Committee supports the amendment in principal and would like to see 311.10 removed to allow any indoor recreation usage

AND THAT the Committee has concerns with:

1. Pedestrian Traffic Safety
2. Traffic concern
3. Different business incompatibility (i.e. Noises)
4. Potential of running out of Industrial business space/location.

CARRIED

5) NEXT MEETING

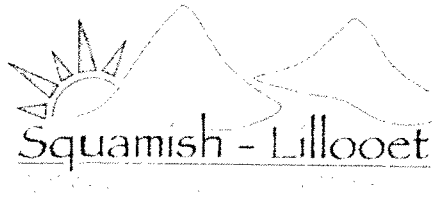
June 25th, 2008

6) ADJOURNMENT

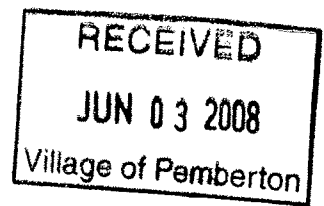
At 9:40p.m. the meeting was terminated.

This is a true and correct copy of a meeting of
the ADRC of the Village of Pemberton, held
May 14th, 2008

Chair



REPORT



To: Regional Board
From: Steven Olmstead,
Director of Planning and Development
Date: April 10, 2008
Re: Referral - Village of Pemberton Official Community
Plan Amendment Bylaw 609 and Zoning
Amendment Bylaw 610 - Office use in the Industrial
zone

Recommendation:

THAT it be recommended to the Regional Board:

THAT the Village of Pemberton be advised of the following SLRD comments with respect to "Official Community Plan Amendment Bylaw No. 609, 2008 and Zoning Bylaw Amendment Bylaw No. 610, 2008:

1. In order to maintain the industrial land supply for industrial uses and to continue to work toward maintaining a vibrant village centre, the SLRD recommends that:
 - a. the Village of Pemberton not proceed with OCP Amendment Bylaw 609; and
 - b. business and professional offices and civic uses be deleted from the list of permitted uses proposed in Zoning Amendment Bylaw 610.
2. If the Village of Pemberton proceeds with Bylaws 609 and 610, the SLRD recommends that:
 - a. Bylaw 609 be amended to insert the words "on a site specific zoning basis " after the words "business offices will be accommodated";
 - b. section 2 of Bylaw 610 be amended to replace the use "business and professional office subject to the requirements of 311.9 with "business office use; and
 - c. the term "business office use" be defined as per the District of Squamish zoning bylaw definition.

Administrator's Recommendation:

Voting Rules Who Votes: All; **Count:** Directors; **Decision:** Majority

Purpose:

To provide SLRD comments on a Village of Pemberton OCP and zoning amendment referral regarding broadening the scope of permitted uses at the VoP Industrial I zone to include

business and professional offices, additional industrial uses, specified commercial services and indoor recreation.

Background:

The Village of Pemberton is considering bylaw amendments to broaden the scope of uses permitted at the Pemberton Industrial Park (and any other land that zoned Industrial 1 (M-1) under the Village zoning bylaw). To achieve this a policy statement allowing for business offices to be accommodated at the Industrial Park in order to “provide for a mix of business activity”. The OCP amendment notes that professional offices that cater to the day to day needs of the public are better suited to a village centre location and the zoning amendment bylaw has a section prohibiting medical, dental, real estate, legal and accounting offices from locating in the M-1 zone. A copy of the referral package, including Village of Pemberton Official Community Plan Amendment Bylaw No. 609, 2008 and Zoning Bylaw Amendment Bylaw No. 610, 2008, is attached.

Planning Department Comments

The Planning Department has the following comments and concerns about the proposed bylaws:

1. The Pemberton subregional planning study concluded that over the longer term there are constraints to industrial land supply in the Pemberton area. Broadening the mix of businesses in the industrial park to include office uses may result over a period of time in pressure to remove industrial uses that are incompatible with office uses similar to what to a large degree happened at Function Junction in the Resort Municipality of Whistler (recall the extensive discussion on this matter in conjunction with the Durfeld log home rezoning at Rutherford Creek a few years ago).
2. It was suggested in the request for the zoning amendment that amending the VoP industrial zoning would bring it more into alignment with other Sea to Sky communities. SLRD Planning staff believe that Whistler’s planning and zoning approach to industrial and community oriented commercial use is quite unique due to its status as a resort municipality and is an inappropriate model for other communities in the Sea to Sky Corridor. Planning for Whistler’s ongoing success **as a resort** involves different objectives and priorities than planning for most other types of community. More specifically, maintaining the highest quality **visitor experience** in the Village might legitimately be considered a more important objective overall than maintaining a vibrant, convenient central area that focuses on meeting the needs of local residents.
3. SLRD staff would recommend using District of Squamish (DoS) zoning as a more comparable model for industrial zoning in the Sea to Sky Corridor than Whistler (RMOW) zoning. Squamish uses a site specific zoning approach for office use in its industrial zones and to date one parcel has been zoned for office use. This gives the municipality greater control over maintaining an industrial focus to industrial zoned lands. Additionally, DoS uses a definition of business office use as follows that might be applicable to the Pemberton situation:

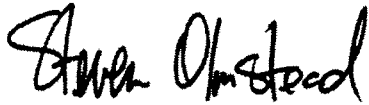
“BUSINESS OFFICE USE” means the use of a building for the purpose of conducting a business in an office environment, where such a business does not rely upon a continuous flow of customers visiting the premises and does

not engage in any retail sales, and may include such businesses as architectural, data processing, drafting, engineering, legal, surveying or, real estate appraisal offices, and specifically excludes medical and dental offices, travel agencies, insurance offices and real estate offices.

We believe that incorporating this definition into Bylaw 610 would provide a better basis for ensuring that offices more appropriately located in the village centre do not locate in the industrial park.

4. The Village of Pemberton has recently expressed concern in its comments to the SLRD regarding commercial policy for Mt. Currie in the revised Electoral Area C OCP that the Village “does not want significant commercial activity taking place outside the Village’s existing town centre and gateway.” The Planning Department believes that the Industrial Park is in a similar situation to Mt. Currie and that the same consideration is warranted - promoting a mix of (non-industrial) business at the industrial park will contribute to erosion of the vitality of the village centre.

Respectfully submitted,



Steven Olmstead
Director of Planning and Development

Community of Porteau Cove

It was moved and seconded:

THAT Bylaw 1059 – 2008 cited as Porteau Cove Community Building Service Establishment Bylaw 1059 – 2008 be introduced, and read a first, second, and third time.

CARRIED

4.1.3 Bylaw 1086 - Bylaw Enforcement Bylaw - Authority to Enter onto and Inspect Private Property to Enforce Zoning, Unsightly Premises and Sign Bylaws

It was moved and seconded:

1. THAT Bylaw 1086, 2008, cited as “Squamish-Lillooet Regional District Bylaw Enforcement Officer Bylaw No. 1086, 2008” be introduced and read a first, second and third time.

CARRIED

It was moved and seconded:

2. THAT Bylaw 1086, 2008, cited as “Squamish-Lillooet Regional District Bylaw Enforcement Officer Bylaw No. 1086, 2008,” be adopted.

CARRIED

It was moved and seconded:

3. THAT the following resolution be adopted: The Board of the Squamish Lillooet Regional District (“SLRD”) hereby appoints Kevin Creery as a Bylaw Enforcement Officer to perform the functions and duties specified in Schedule “B” to “Bylaw Enforcement Officer Bylaw, No. 1086, 2008” as amended from time to time.

CARRIED

4.2 *Weighted Corporate Vote*

5 **Staff Reports and Other Business**

5.1 *Unweighted Corporate Vote*

5.1.1 **Director of Planning - Referral - Village of Pemberton Official Community Plan Amendment Bylaw 609 and Zoning Amendment Bylaw 610 - Office use in the Industrial zone**

It was moved and seconded:

THAT the Village of Pemberton be advised of the following SLRD comments with respect to “Official Community Plan Amendment Bylaw No. 609, 2008 and Zoning Bylaw Amendment Bylaw No. 610, 2008:

1. In order to maintain the industrial land supply for industrial uses and to continue to work toward maintaining a vibrant village centre, the SLRD recommends that:
 - a. the Village of Pemberton not proceed with OCP Amendment Bylaw 609; and
 - b. business and professional offices and civic uses be deleted from the list of permitted uses proposed in Zoning Amendment Bylaw 610.
2. If the Village of Pemberton proceeds with Bylaws 609 and 610, the SLRD recommends that:
 - a. Bylaw 609 be amended to insert the words “on a site specific zoning basis ” after the words “business offices will be accommodated”;
 - b. section 2 of Bylaw 610 be amended to replace the use “business and professional office subject to the requirements of 311.9 with “business office use; and
 - c. the term “business office use” be defined as per the District of Squamish zoning bylaw definition.

CARRIED

5.1.2 Director of Planning - Mount Meager Geohazard

It was moved and seconded:

THAT item 5.1.2, Mount Meager Geohazard report, be deferred until after lunch.

CARRIED

5.1.3 Strategy Planner – Application for a Temporary Use Permit; Canadian Snowmobile Adventures Ltd.; Callaghan Valley; Electoral Area D

It was moved and seconded:

THAT item 5.1.3 be deferred to follow item 10.2

CARRIED

5.1.4 Manager of Administrative Services - BC Transit Annual Operating Agreement

It was moved and seconded:

May 21, 2008

Sheena Fraser,
Manager of Administrative Services,
Village of Pemberton
PO Box 100
Pemberton, BC V0N 2L0

**Re: Proposed OCP Bylaw Amendment
OCP – Industrial Park - Bylaw No. 609, 2008, DL 210, LLD**

We have reviewed the information submitted for the above noted bylaw amendment and advise that we have no objections as proposed.

Please quote file number 01-006-25363 with any returned correspondence. Should you have any questions, please call me at 604 898-4791.

Yours truly,


Jim Hegan
Area Development & Operations Technician
E-mail: Jim.Hegan@gov.bc.ca

JH/jh
Enclosure

Copy: Jim Symington, Ministry of Transportation Area Manager



*Re Bylaw 61/08
7/8/08*

*Heena
Suzanne*

COPY

May 14, 2008

Mayor Jordan Sturdy & Council,
Village of Pemberton,
Box 100,
Pemberton, B.C., V0N 2L0

Dear Mayor Sturdy & Council ;

On behalf of the Pemberton & District Chamber of Commerce , we would like to lend our support to Council on the proposed amendments, as initially adopted , to the M1 zoning for the Pemberton Industrial Park

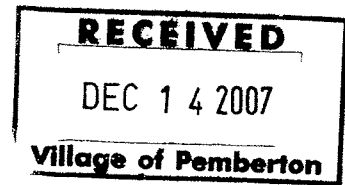
We feel that the proposed changes are a step in the right direction to encourage business to locate to Pemberton. These additional uses will compliment the existing uses in the park as well as the Village core. Businesses that might be considering locating to Pemberton versus other communities will be pleased to learn that Pemberton has options that can accommodate many businesses. Those that rely on local walk in business will be welcome in the Village core and those that require larger square footage to accommodate equipment and staff and are not reliant on the day to day traffic of residents will be well suited to the Pemberton Business Park.

By offering different options to accommodate a range of business opportunities, Pemberton is in a position to encourage and attract a wider range of opportunity.

We commend Council on having the initiative to move forward with this zoning amendment and look forward to welcoming many more businesses and industry to Pemberton.

Yours truly,

Paul Selina
Paul Selina,
President. *per SA*



December 14, 2007

Mayor Jordan Sturdy & Council,
Village of Pemberton,
Box 100,
Pemberton, B.C., V0N 2L0

Dear Mayor Sturdy & Council:

RE: Pemberton Industrial Park

The Pemberton and District Chamber of Commerce would like to support the expansion of use in the Industrial Park.

The Pemberton area is in need of some clean industries to facilitate jobs and the general well being of our community. With this in mind, the Chamber Board of Directors voted unanimously to support this incentive of use expansion.

There is a tremendous amount of interest in our area at this present time. The more flexibility and options we can make available to business the better.

If we can expand the range of facilities that come into the Park we firmly believe a full and prosperous Industrial or Business Park is within reach in the short term.

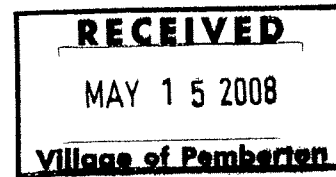
Thank you in anticipation of your support.

Yours truly,

Paul Selina,
President.

the Business PARK

May 14, 2008



Village of Pemberton
Box 100
Pemberton, B.C.
VON 2L0

Attention: Suzanne Bélanger, Development Services Assistant

Dear Suzanne:

Re: Official Community Plan & Zoning Amendments
OCP-Industrial Park Bylaw No. 609, 2008
Zoning-Industrial M-1 zone-Bylaw No.610, 2008

Thank you for the referral of the above noted OCP & Zoning Amendments proposed for the Business Park in Pemberton as per section 879 of the Local Government Act.

The majority of the land owners in the Business Park support the adoption of the OCP Industrial Park Bylaw #609 and the Zoning – Industrial M-1 Zoning Bylaw #610.

We appreciate that we are past the April 30, 2008 deadline, but trust that our comments can be taken into consideration.

If you have any comments, please contact the undersigned at 604 894-6466.

Yours truly,



Bernice Patterson
Pemberton Business Park

with a focus on development

Date: March 26, 2008

From: Michael Rosen, Planning Consultant
Richard Diamond, Planning Technician

Subject: Amendments to the Official Community Plan and Zoning Bylaw
Pemberton Industrial Park

RECOMMENDATIONS

- 1) THAT Official Community Plan Amending Bylaw 609, 2008 be read a first time;
- 2) THAT Zoning Bylaw Amending Bylaw 610, 2008 be read a first time; and
- 3) THAT pursuant to Section 879 of the *Local Government Act*, Village Council refer the proposed bylaw amendments to the Advisory Land Use Committee, the Advisory Design Review Committee, the Squamish Lillooet Regional District, the Ministry of Transportation, the Pemberton and Area Chamber of Commerce, and the Business Park Focus Group for comment; said referral organizations to be requested to submit their respective comments to the Village within 30 days of first reading.

BACKGROUND AND COMMENTS

At Committee of the Whole Meeting held on 19 February 2008, upon consideration of the staff report dated 19 February 2008 and a presentation from the Business Park Focus Group, the Committee instructed staff to prepare an amendment to the Zoning Bylaw to accommodate a wider array of uses within the Pemberton Industrial Park's M-1 zone, in particular those identified in a letter from Ms. Lisa Ames of Whistler Real Estate dated 10 December 2007.

Attached to this report are proposed amendments to both the Official Community Plan and Zoning Bylaw as per the Committee's instructions. To assist Council in reviewing the two bylaws, the following is some background context and a brief summary of each of the amending bylaws:

a) Official Community Plan Amending Bylaw 609, 2008

As noted in the aforementioned staff report, Policy 26 of the Official Community Plan states that new industrial development within the Village will be directed to be located either in the Pemberton Industrial Park or at the Airport. There is no reference within the policy to accommodate office activity as a principal use.

Policies 10 – 16 in the OCP address commercial development within the Village. None of the commercial policies in the OCP speak to accommodating office type development within the Industrial Park.

Therefore in order for Council to pursue an amendment to the Zoning Bylaw to accommodate a wider array of uses within the Industrial Park, a change to the Official Community Plan should be initiated to ensure that Council is enacting bylaws that are consistent with its long term vision.

The proposed OCP amending bylaw is quite straight forward. A new policy (Policy 26a) would be inserted that would accommodate business offices within the Industrial Park with the recognition that professional offices that cater to the day to day needs of the general public such as medical and dental, real estate, accountants, and legal offices would be better suited to locate within the Village's Town Centre.

This policy would apply to the **entire** Industrial Park and does not envision zoning different areas of the Industrial Park for different uses. As such no change to the Land Use Map would be required.

Staff would like to remind Council that the recently completed Sub Regional Land Use Planning Study by Stantec Consulting examined the available industrial lands and future demands for Pemberton and Area C. The report indicated that in the twenty year time horizon, there will be a shortfall of industrial land in the area. While the report identified alternative locations for industrial development to meet this shortfall, it noted "efforts should be made to limit commercial development in the Industrial Park that could go elsewhere."

b) Zoning Bylaw Amendment Bylaw 610, 2008

The entire Industrial Park is currently zoned M-1. As is stated within the Bylaw, the intent of this zone is to accommodate industrial development within the Village of Pemberton. The following is a list of the existing permitted uses within the M-1 zone:

- Industrial (see definition below)
- Automobile –oriented commercial (see definition below)
- Industrial fuel facility
- Waste transfer station
- Motor vehicle repair shop
- Trade contractor facilities
- Artisan quarters (see definition below)
- Dog kennel
- Storage and equipment yard
- Mini storage
- Restaurant (gross floor area shall not exceed 93 m²)
- Building Supply Outlet
- Nursery
- Equipment Rental and Repair Outlet

- Accessory single residential dwelling (limit of four per lot, minimum floor area of 75 m², where located within the same building as the principle use, be provided with a separate entrance).
- Accessory retail (gross floor area use shall not exceed 10% of the Gross floor area of the principal industrial use)
- Accessory uses

Definitions for the following Permitted Uses are included within Division 100 of the Zoning Bylaw:

- *Industrial* means a use providing for the processing, fabricating, assembly, storage, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking or salvaging of goods, materials or things.
- *Automobile – oriented commercial* means a use providing for the retail sale of automobiles, trucks, boats, recreational vehicles and related parts and accessories and includes facilities to service, wash or repair; excludes gasoline serve stations.
- *Artisan quarters* mean the use of a building by an artist or a group of artists who create and produce artistic goods.
- *Building Supply Outlet* means a building that is used for the supply and sale of building materials, fixtures, hardware, equipment and other similar goods related to construction and home improvement, and may have an outdoor storage area.
- *Equipment and Rental Repair Outlet* means a use providing for the rental and repair of tools, appliances, recreational craft, furniture, light construction equipment or similar items to the general public, and may include the retail sales of such equipment and tools provided that the retail activity is ancillary to the rental and repair aspects of the business.

There are three components of the proposed amending bylaw, briefly described as follows:

- a) Clause 2 of the Amending Bylaw adds to the list of **permitted uses** within the M-1 zone. The expanded list of uses has been derived from the list of uses requested by Ms. Lisa Ames in her letter to the Village dated 10 December 2007. They include:
 - Business and Professional Office
 - Civic (accommodates an ambulance station)
 - Catering Establishment
 - Indoor Recreation
 - Wholesale Bakery
 - Industrial Laundromat and Dry Cleaning

- Laboratory
- Pet Grooming
- Photography Studio
- Publishing or Printing
- Radio, Television, or Recording Studio
- School, Craft or Vocational
- Veterinary Clinic

There are some uses within Ms. Ames' letter that were not included within the new list only because they are currently considered as permitted uses (in italics), notably: appliance repair shop – *Equipment Rental and Repair*, car wash – *Automobile - Oriented Commercial*, craft workshop – *Artisan Quarters*, freight, transport or handling – *Industrial*, messenger or courier service – *Industrial*, and warehousing – *Industrial*.

Regarding office uses, the approach that has been taken was to add "business and professional office" as a generic use as opposed to identifying the specific types of offices as identified in Ms. Ames' letter. This will avoid the situation of a particular office use not being specifically identified in the list and therefore not being in compliance with the Bylaw. "Business and professional offices" is defined as:

"means the use of a building for the purpose of carrying out business and professional activities in an office environment"

It should be noted that another component of the amending bylaw would be to insert Section 311.9 within the M-1 zone. This regulation would not permit medical, dental, real estate, accounting, and legal offices within the M-1 zone. This is consistent with the aforementioned OCP policy statement. These types of offices are considered important for the functioning of a vibrant pedestrian oriented town center.

Please note that "personal service establishments" as a use has not been added as a permitted use within the M-1 zone as requested by Ms. Ames, as a number of the types of activities would be better suited for the town center. Personal service establishment is currently defined in the Zoning Bylaw as follows:

"means the use of a building where personal services are provided and goods accessory to the provision of such services may be sold, and includes a barber shop, beauty salon, shoe repair shop, dry cleaning, Laundromat, electrical appliance repair, upholstery, watch repair, photographer, tailor or dressmaker, and other similar services"

That being said, the M-1 zone would accommodate within the list of existing permitted uses a “shoe repair shop” – *Industrial*, “electrical appliance repair” - *Equipment Rental and Repair Outlet*, “upholstery” – *Industrial*, and “watch repair” – *Industrial*, “tailor and dressmaker” – *Industrial*.

Regarding the “indoor recreation” use, Section 3.11.10 has been added that would limit such uses to activities that require either a minimum two-storey interior space or a minimum of 186 square meters of gross floor area, a climbing wall being an obvious example.

- b) Clause 3 of the Amending Bylaw (Section 311.11) also creates the opportunity for Council to issue a **Temporary Commercial and Industrial Permit** (Permit) within the M-1 zoned area pursuant to the enabling legislation within the *Local Government Act*. The *Act* enables a Permit to be issued for a temporary use for a maximum of two years with a potential renewal for another two years. The Bylaw has been drafted such that the issuance of such a Permit would be limited to industrial and commercial Olympic related activities, including temporary tourist accommodation. It should be noted that Council is the authority in issuing such Permits, not staff. The process also requires notification of neighbouring properties as part of Council's consideration of a Permit application. A similar type clause has been inserted into the industrial zones within the Resort Municipality of Whistler's Zoning Bylaw.
- c) Clause 4 of the Amending Bylaw establishes **parking requirements** for specific uses that are **not** currently identified in the Village's Zoning Bylaw. The standards are intended to replicate the parking standards for other similar uses within the Bylaw. Please note that a parking requirement for an “accessory retail” use has been added to the list of new parking standards that would be applied to that portion of a building that would be used for accessory retail purposes. The M-1 zone currently allows 10% of the floor area of an industrial use to be used for accessory retail purposes.

OPTIONS FOR COUNCIL

The following options are provided for Council's consideration:

- Option 1: Give first reading to the two amending bylaws and commence the referral process;
- Option 2: Request staff to revise the bylaws prior to proceeding with bylaw enactment process; or
- Option 3: Request staff to initiate a referral process prior to proceeding with bylaw enactment process.

CONCLUSION

Based upon previous discussions with Council, it is apparent that Council is interested in proceeding with the Industrial Park bylaw amendment package. Option 1 would enable the bylaw process to get underway and provide an opportunity for referral agencies to provide comment on the bylaws.

Attachments:

- 1) *Letter from L. Ames – December 10, 2007*

cc: Mayor + Council

org: shervin



THE WHISTLER REAL ESTATE
COMPANY LIMITED

RECEIVED

DEC 10 2007

Village of Pemberton

December 10, 2007

Village of Pemberton
Box 100
Pemberton, BC
V0N 2L0

Re: Pemberton Industrial Park M1 Zoning

Dear Mayor and Council,

What an exciting time for Pemberton. With the appointment of the Pemberton Economic Development Consultant and recent media coverage promoting Pemberton, it seems as though the local economy is positioned to move forward with many opportunities presenting themselves.

On that note, I would like to suggest that the current allowable uses under the M1 zoning for the Industrial Park be amended to encompass a wider range of uses and more accurately reflect current business trends.

While encouraging new business and industry to our area we need to make sure that we can accommodate them in our industrial park by broadening the allowable uses. These uses will also align more closely with the industrial zoning in other communities in the Sea to Sky corridor. Proper signage and a name change to The Pemberton Business Park would enhance the entrance to the Park and be more inviting to businesses.

The following is a list of suggested uses:

1. Ambulance station
2. Appliance repair shop
3. Bakery
4. Carwash
5. Catering establishment
6. Craft Workshop
7. Freight, Transport or Handling
8. Laboratory, scientific research
9. Laundry and Dry Cleaning
10. Messenger or Courier service
11. Pet Grooming
12. Publishing or printing
13. Radio, television or recording studio
14. School, craft or vocational
15. Veterinary Clinic
16. Warehousing

17. Office, such as-

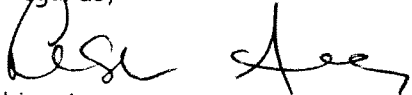
Advertising agency/newspaper/publishing
Alarm monitoring/security business
Appraiser
Architect
Bookkeeping/Secretarial Service
Business Consultant
Cleaning or Janitorial Service
Commercial or Graphic Artist
Computer Programmers/Software Developers
Engineer
Event Planners
Financial Planning Consultant
Forestry Consultants
Geologist
Insurance Adjusters
Interior Designer
Marketing Consultants
Messenger/Courier Service
Photographer
Planning Consultants
Property Management/Maintenance
Surveyors
Tour Operators
Wholesale Broker or Manufacturers Agent

The above suggestions encompass light industrial uses as well as those with similar space requirements or close business ties with industrial activities. The rationale for office use in the Industrial Park include parking accessibility with access and egress for equipment used daily and the fact that these types of businesses often require larger spaces yet do not rely on everyday foot traffic such as offices located in the downtown core. The inclusion of these will promote the growth of the industrial park and the economic development of our entire region.

Let's show that Pemberton is open for business.

Thank you for your consideration.

Regards,



Lisa Ames

The Whistler Real Estate Company

CC: The Pemberton & District Chamber of Commerce
Alexandra Ross, Economic Development Consultant, Pemberton and Area C

THE VILLAGE OF PEMBERTON

BYLAW NO. 609, 2008

Being a bylaw to amend the Village of Pemberton Official Community Plan Designation Bylaw No. 435, 1999

WHEREAS the Council may amend its Official Community Plan from time to time;

AND WHEREAS the Council of the Village of Pemberton deems it desirable to provide a wider array of uses within the Pemberton Industrial Park;

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 for all purposes as "Official Community Plan Amendment Bylaw No. 609, 2008."
2. Schedule 1 of Official Community Plan Designation Bylaw No. 435, 1999 is amended by adding the following policy to Section 3.1.5 (Industry):

"Policy 26a

To provide for a mix of business activity within the Pemberton Industrial Park, business offices will be accommodated, recognizing that professional offices that cater to the day to day needs of the general public such as medical and dental, real estate, accountants, and legal offices are better suited to locate within the Village's Town Centre."

READ A FIRST TIME this 1st day of April, 2008.

READ A SECOND TIME this day of 2008

PUBLIC HEARING HELD this day of 2008.

READ A THIRD TIME this day of 2008.

RECONSIDERED AND FINALLY ADOPTED this day of , 2008.

Mayor

Administrator

THE VILLAGE OF PEMBERTON

BYLAW NO. 610, 2008

Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 466, 2001

WHEREAS the Council may amend its Official Community Plan from time to time;

AND WHEREAS the Council of the Village of Pemberton deems it desirable to permit a wider array of uses within the Pemberton Industrial Park;

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 for all purposes as “Zoning Bylaw Amendment Bylaw No. 610, 2008.”
2. Section 311.1 (Industrial M-1 Zone: Permitted Uses) is amended by adding the following to the list of Permitted Uses:

Business and Professional Office subject to the requirements of 311.9

Civic

Catering Establishment

Indoor Recreation subject to the requirements of 311.11

Wholesale Bakery

Industrial Laundromat and Dry Cleaning

Laboratory

Pet Grooming

Photography Studio

Publishing or Printing

Radio, Television, or Recording Studio

School, Craft or Vocational

Veterinary Clinic

3. Section 311 (Industrial M-1 Zone) is amended by adding the following sections:

“311.9

Business and Professional Offices

Medical, dental, real estate, accounting, and legal offices shall not be permitted within the M-1 zone.

311.10

Indoor Recreation

Indoor recreation use shall be limited to uses that require either a minimum two-storey interior space or a minimum of 186 square meters of gross floor area.

311.11 Temporary Commercial and Industrial Use Permits

- a) Pursuant to Section 921 of the *Local Government Act*, the entire M-1 zone shall be designated a Temporary Industrial and Commercial Permit Area as a mechanism to accommodate temporary commercial and industrial uses associated with the administration and operation of the 2010 Winter Olympic and Paralympic Games.
- b) Temporary Industrial and Commercial Permits shall be issued in accordance with the requirements specified in Section 921 of the *Local Government Act*.”

4. Section 508 (Off Street Parking Requirements) is amended by adding the following parking standards:

Wholesale Bakery	1 space per 93 square meters
Catering Establishment	1 space per 93 square meters
Laboratory	1 space per 50 square meters
Radio, Television, or Recording Studio	1 space per 50 square meters
School, Craft or Vocational	5 spaces per classroom
Indoor Recreation	1 space per 20 square meters
Accessory Retail	1 space per 28 square meters

READ A FIRST TIME this 1st day of April, 2008.

READ A SECOND TIME this day of 2008

PUBLIC HEARING HELD this day of 2008.

READ A THIRD TIME this day of 2008.

APPROVED BY THE MINISTER OF TRANSPORTATION PURSUANT TO SECTION 52 of the *Transportation Act* this day of 2008.

RECONSIDERED AND FINALLY ADOPTED this day of , 2008.

Mayor

Clerk



Date: July 8, 2008

From: Richard Diamond, Planning Technician

Subject: High School Property (Lot 1, Plan 56732, LLD)

Received by Council _____

Meeting No. _____

Date _____

OBJECTIVES

Council has requested that staff explore options for rezoning of the portion of the High School lands east of the Dyke Reserve, outlined in bold on the attached location map. The objective of this report is to give Council a brief history of the property and comment on the suitability of the land for rezoning and development from a planning perspective. Please note that for any rezoning to occur, an application from the owner of the Lands is required and the application would then be subject to the process set out in Procedures Bylaw 601, 2007 including internal and external referrals and public hearing.

BRIEF HISTORY

In 1989 the subject property was rezoned from Residential to P-1 Public, by way of Zoning Bylaw Amendment 247, 1989, to allow for development of the High School. The development of the school left the area east of the Dyke reserve undeveloped, and as can be seen on the attached location map, the Dyke Reserve provides a defensible (physical) boundary splitting off approximately twenty-five percent of the overall lot on the east end. Further to the east, the property is bordered by Urdal Road and ALR lands.

DISCUSSION

As noted above, the Dyke provides for a clear and defensible boundary providing a natural buffer between the eastern twenty-five percent (approximately) of the Lands and the remaining Lands, should a subdivision occur. As such, these eastern lands may be considered suitable for rezoning to residential. It should be noted that servicing exists in the vicinity but may require upgrading to be suited to any future development. This would be determined as part of the rezoning and subdivision process, should an application come forward. Access to the land is available on the north side of the property from Oak Street and from Poplar Street to the south. Access is also possible from Urdal Road, but is outside the Village boundary and as such, may not be a suitable access point.

Single Family Residential options include RS-1 (700 sq. m minimum lot size) and RS-2 (350 sq. m minimum lot size). Either of these options would be supportable as they are in keeping with the surrounding neighborhoods, and RS-2 would be preferred as the increased density meets with Smart Growth and Best Practice principals. Also, RS-2 are generally lots are generally more cost efficient to service resulting in more affordable lots and ultimately completed homes.

Multi Family options include RT-1 or the creation of a CD (Comprehensive Development) Zone. Either of these options would be a further increase in density when compared with the Single Family Zones, however, they may not be as well accepted by the existing neighborhoods and may not be as desirable due to the proximity of the ALR lands located immediately east of Urdal Road.

The creation of any form of commercial or industrial in this area would not be supportable for reasons that include proximity to the High School, incompatibility with the adjacent ALR Lands and the existing residential neighborhoods.

Richard Diamond
Planning Technician



REPORT

To: SLRD CAO, Paul Edgington,
From: Peter DeJong, Research and Policy Analysis
Date: June 23, 2008
Re: SLRD 9-1-1 Service Establishment Bylaw

Recommendation: THAT the Board:

1. Give 1st, 2nd and 3rd reading to Bylaw 1099 – 2008, a bylaw to establish the SLRD South 9-1-1 Emergency Call Response Service for the southern half of the SLRD, comprising all of Electoral Areas C & D and the Village of Pemberton;
2. Request the Directors of Electoral Areas C & D consent in writing to adoption of the bylaw; &
3. Request the Village of Pemberton Council to pass a resolution consenting on behalf of their electors to adoption of the proposed bylaw.

Voting Rules: All vote; 2/3 required to pass in one sitting.

Administrator's Comments: I concur. P.R.E.

Purpose: To pass 3 readings of the proposed bylaw for the establishment of 9-1-1 Emergency Call Response Service for the southern half of the SLRD.

Background: Some of the benefits of 9-1-1 service are commonly known, particularly with respect to general awareness of this emergency phone number in the minds of the general public, as well as the improved speed of call handling for all types of emergency services.

These benefits also include an extensive backup network and documentation of emergency call handling. As for call taking in general, at the present time Police and Ambulance calls from the SLRD South area get to E-Comm one way or another via a series of 7-digit or 10-digit numbers; switching to 9-1-1 brings in the same group of people but now they would get the common 9-1-1 front end for call taking and routing to Police, Ambulance and to a unified, consistent Fire dispatch. 9-1-1 service is an important risk management tool for all local governments, reducing both the frequency and severity of potential loss exposures.

There is a window of opportunity to proceed now with 9-1-1 for the Southern half of the SLRD, but that window will soon close as EComm and Emergency Management BC will be cutting off the option of proceeding with any new work as they undertake final preparations for the Olympics. They are presently holding a spot for us in their systems.

We have received a preliminary quotation from EComm (attached). They have estimated an increase of 3-4% for 2009 over 2008 figures. Year 1 start-up and Year 2 ongoing costs are summarized in the attached document entitled "911 South Without Borrowing". The costs of "911 South With Borrowing" are also included for comparison sake, but the initial review of these two options led to the conclusion that it will be in the best interests of the participating areas to save on the costs of financing and proceed without borrowing.

Implications:

General: There is a strong perceived benefit in proceeding with 9-1-1 emergency service for the southern portions of the SLRD not already part of that network. There is also a limited time for proceeding now due to emergency planning requirements of E-Comm and Emergency Management BC and the next opportunity to proceed will not be until mid-2010.

Board Policy: The Board has approved 9-1-1 service for the northern areas of the SLRD and we expect that project to be completed by the fall of 2008. At its last meeting, the Board approved in principle the objective of moving forward with service for the southern areas, which will add to the capacity of our emergency response capabilities.

Legal: The establishment of 9-1-1 emergency service is one which is excluded from the necessity of setting a requisition limit [*Local Government Act*, s.800.1(2)(f)] and as a result, is one for which the electoral area directors may consent in writing to adoption of the bylaw, provided the participating area includes all of the electoral area and the service can be established without borrowing [*Local Government Act*, s.801.5]. The Village of Pemberton may also consent on behalf of its electors. [*Local Government Act*, s.801.4].

Financial: The estimated annual total levy for 9-1-1 South is \$27,900 with total estimated one time transition costs of \$6,700. Additional fees will be required for communications system upgrades for the various fire departments and for consultant fees to complete the project by the fall of 2009. Administrative costs will also be incurred to complete civic addressing and mapping requirements for the Master Street Addressing Guide. Cost estimates are attached.

Key Issues/Concepts: Pass the attached bylaw for 9-1-1 service establishment in SLRD South.

Desired Outcomes/Action Required: A resolution of the Board as recommended above.

Supporting Documents:

1. SLRD South 9-1-1 Emergency Call Response Service Establishment Bylaw No.1099-2008;
2. EComm 911 Preliminary Levy and Dispatch Quotes for SLRD South region;
3. SLRD Cost Estimates for "911 South Without Borrowing" (& With Borrowing).

Respectfully submitted,
Peter DeJong, Research and Policy Analysis

SQUAMISH-LILLOOET REGIONAL DISTRICT

BYLAW NO. 1099-2008

A bylaw to establish the SLRD South
9-1-1 Emergency Call Response Service

WHEREAS:

- A. Under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Squamish-Lillooet Regional District wishes to establish a service for the purpose of operating a 9-1-1 Emergency Call Response program;
- C. The approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*; and
- D. The consent of the Directors of Electoral Area C, D and consenting resolution of the Council of the Village of Pemberton has been received, pursuant to sections 801.4 and 801.5 of the *Local Government Act*.

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

Service

- 1. The service established by this Bylaw is the SLRD South 9-1-1 Emergency Call Response Service (the "Service") for the purpose of operating a 9-1-1 Emergency Call Response service identified in within the service area established by this bylaw.

Boundaries

- 2. The boundaries of the Service Area are Electoral Areas C, D, and the Village of Pemberton (the "Service Area").

Participating Area

- 3. The "Participating Area" is Electoral Areas C, D, and the Village of Pemberton.

Cost Recovery

- 4. As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*; and
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 797.2 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

Effective Dates

5. This Bylaw takes effect upon from the date of its adoption.

Citation

6. This Bylaw may be cited for all purposes as the "SLRD South 9-1-1 Emergency Call Response Service Establishment Bylaw No. 1099-2008".

Read a first time this 23rd day of June, 2008.

Read a second time this 23rd day of June, 2008.

Read a third time this 23rd day of June, 2008.

Approved by the Inspector of Municipalities this ___ day of _____, 2008.

Consent of the Electoral Area C Director obtained this ___ day of _____, 2008.

Consent of the Electoral Area D Director obtained this ___ day of _____, 2008.

Consent of the Council of the Village of Pemberton obtained this ___ day of _____, 2008.

Adopted this day of 2008

Russ S. Oakley
Chair

Paul R. Edgington
Secretary

2008 Preliminary Estimated 911 Levy Quote

April 2, 2008

Agency: **Squamish Lillooet
Regional District**

	Estimated Annual Levy			One-Time Transition
	Estimated # Calls	Cost Per Call	Annual Total	
911 Call Taking	(annually) 4,400	3.00	13,200	
Corporate Overhead				
One-time Transition Costs (c) Telephony - Telus & E-Comm labour				1,500
Total Levy	4,400.00	3.00	13,200	1,500

Notes:

- a) *Based on 2008 Approved Budget; 2009 Estimates expected to increase 3-4% over 2008 numbers.*
- b) *One-time costs associated with transitioning the agency to E-Comm*
- c) *Based on prorata of # of 911 calls received in Metro Vancouver in comparison to total population. Rates subject to change annually based on the number of annual events*
- d) *Billing will be based on actual call volume.*

If any of the above facts and assumptions are incorrect or incomplete, please advise as soon as possible attached estimate may change accordingly.

2008 Revised Preliminary Estimated Dispatch Levy Quote
 April 29, 2008

Agency: **Squamish Lillooet
 Regional District**

	Estimated Annual Levy						
	# Seats	Annual Per Seat	Annual Extended	% of Total Seats	Corp Overhead	Annual Total	One-Time Transition
	<i>(1 seat = 5 FTE)</i>	<i>(a)</i>		<i>(b)</i>	<i>(b)</i>		
Dispatch Staffing Costs							
Dispatchers (includes call-taking)	0.025	394,100	9,900			9,900	
Corporate Overhead				0.1%	4,800	4,800	
One-time Transition Costs (c)							
Telephony - Telus & E-Comm labour							5,200
Total Levy	0.025	394,100	9,900	0.1%	4,800	14,700	5,200

Notes:

- a) Based on 2008 Approved Budget; 2009 Estimates expected to increase 3-4% over 2008 numbers.
 - b) Contribution to corporate and overhead is based on % of seats allocation as corporate and overhead is not a direct function of staffing costs.
 Corporate & overhead refer to system support and corporate costs including:
 - operations direct costs such as management, supervisory & training
 - IT network staffing & systems support costs
 - telephony staffing & systems support costs
 - facilities operating costs such as building maintenance, security, janitorial, utilities, property taxes & insurance
 - corporate such as general management, communications, finance, accounting, payroll, human resources, recruiting, labour relations,
 - net reduction for pro-rata allocated share of 9-1-1 and other misc revenue
 - c) One-time costs associated with transitioning the agency to E-Comm; billing will be based on actual costs incurred for transition.
 - d) Based on annual call volume of 250 which equate to approx 0.025 of a seat.
 Rates subject to change annually based on the number of annual events
- If any of the above facts and assumptions are incorrect or incomplete, please advise as soon as possible as the attached estimate may change accordingly.

2008 Dispatch Operations Budget Levy Estimates
Levy Analysis (rounded 00's)
Excludes 9-1-1

Agency	Dispatchers		CDs		Call-Takers		Reports Agents		Total	
	# Seats	\$ Dispatch	# Seats	\$ Dispatch	# Seats	\$ Call-Taking	# Seats	\$ Rep/NonEm	# Seats	Staffing \$
		396,500		429,900		343,300		297,800		
		394,100		434,600		321,700				
Vancouver Police	5.00	1,982,500	1.00	429,900		3,604,700	3.17	944,000	19.67	6,961,100
RCMP 43 (Includes Squamish)	2.25	892,100		-		686,600		-	4.25	1,578,700
Ridge Meadows RCMP	1.25	495,600		-		257,500		-	2.00	753,100
Richmond RCMP	2.00	793,000		-		686,600		-	4.00	1,479,600
Police	10.50	4,163,200	1.00	429,900		5,235,400	3.17	944,000	29.92	10,772,500
Vancouver Fire	3.00	1,182,300		-		-		-	3.00	1,182,300
Port Moody Fire	0.08	30,800		-		-		-	0.08	30,800
Whistler Fire	0.06	24,800		-		-		-	0.06	24,800
Sunshine Coast Fire	0.06	24,800		-		-		-	0.06	24,800
Richmond Fire	0.50	197,100		-		-		-	0.50	197,100
Delta Fire	0.25	98,500		-		-		-	0.25	98,500
New Westminster Fire	0.25	98,500		-		-		-	0.25	98,500
Squamish Fire	0.05	19,700		-		-		-	0.05	19,700
Squamish Lillooet Regional District Fire	0.025	9,900		-		-		-	0.025	9,900
Fire	4.28	1,696,400		-		-		-	4.28	1,696,400
TOTAL	14.78	5,849,600	1.00	429,900		5,235,400	3.17	944,000	34.20	12,458,900

Agency	Staffing Total	O/H Allocation % of Seats	Overhead Included	Annualized Total
Vancouver Police	6,961,100	57.5%	2,758,780	9,719,880
One-time costs associated with transitioning	1,578,700	12.4%	594,940	2,173,640
Ridge Meadows RCMP	753,100	3.3%	355,940	1,009,010
Richmond RCMP	1,479,600	11.7%	561,350	2,040,950
Police	10,772,500	86.9%	4,170,980	14,943,480
Vancouver Fire	1,182,300	6.9%	331,320	1,513,620
Port Moody Fire	30,800	0.2%	8,620	39,420
Whistler Fire	24,800	0.1%	6,920	31,720
Sunshine Coast Fire	24,800	0.1%	6,920	31,720
Richmond Fire	197,100	1.2%	55,300	252,300
Delta Fire	98,500	0.6%	27,650	126,150
New Westminster Fire	98,500	0.6%	27,650	126,150
Squamish Fire	19,700	0.1%	4,800	24,500
Squamish Lillooet Regional District Fire	9,900	0.1%	4,800	14,700
Fire	1,696,400	9.9%	473,660	2,160,280
TOTAL	12,458,900	96.8%	4,644,660	17,103,760

Notes: Contribution to corporate and overhead is based on % of seats allocation as corporate and overhead is not a direct function of staffing costs

- Corporate & overhead refer to system support and corporate costs including:
- operations direct costs such as management, supervisory & training
 - IT network staffing & systems support costs
 - IT telephony staffing & systems support costs
 - IT GIS staffing & systems support costs
 - facilities operating costs such as building maintenance, security, janitorial, utilities, property taxes & insurance
 - corporate such as general management, communications, finance, accounting, payroll, human resources, recruiting,
 - net reduction for pro-rata allocated share of 9-1-1 including allocation of ALL corporate and overhead received via the contract (this allocation may change over time)

2008 Budget - Corporate & Overhead costs for Dispatch												
Operations Direct		Contract		Company Wide Organizational Costs							Other	
Ops Direct	Training Support	9-1-1 Shared	IT	Telephony	GIS	Facilities	Corporate & Admin	Corp & Overhead	Fire CAD	Fire RMS	Total Overhead	
(net of misc rev)												
1,018,625	632,640	(531,415)	1,326,610	229,130	(24,560)	1,138,800	3,556,260	6,225,950	(71,250)	(24,685)	7,249,865	
100%	100%	100%	60%	60%	60%	60%	60%	60%	60%	60%	66%	
\$ 1,018,630	\$ 632,640	\$ (531,410)	\$ 795,970	\$ 137,480	\$ (14,910)	\$ 683,280	\$ 2,133,760	\$ 3,735,580	\$ (42,750)	\$ (14,810)	\$ 4,797,880	

911 South Without Borrowing

Areas	Converted Values
Area C	64,768,909.00
Area D	51,845,611.00
Pemberton	47,160,893.00
	163,775,413.0

Costs	Year 1	Year 2
<u>Ongoing Operating costs:</u>		
E-Comm 911	34,600	27,900
Admin Costs	200	200
Radio Operating costs	11,364	5000
<u>Startup Operating costs:</u>		
Master Street Address Guide Dev't	11,838	4500
Public Awareness	6,457	
Project Management	20,000	
Contingency	25,000	
<u>Capital costs:</u>		
Fire Radio / Comm. Equip.	160,000	
Contingency	20,000	
Financing costs	-	\$0
Total Costs	289,459	37,600

Residential Tax rate	0.17674	0.02296
per 300K	53.0224	6.8875

911 South With Borrowing

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Public Awareness	6,457	
Project Management	20,000	
Contingency	25,000	
<u>Capital costs:</u>		
Fire Radio / Comm. Equip.	160,000	
Contingency	20,000	
Financing costs	4,922	\$42,233
Total Costs	294,381	79,833
Less Borrowing proceeds:	-180,000	
Requisition amount	114,381	79,833

Residential Tax rate	0.06984	0.04875
per 300K	20.9520	14.6236

Fire Radio / Communication Equip. borrowing				
		<u>Term</u>	<u>Year 1</u>	
			Interest	Principal
Total Borrowing	\$180,000			
		5	\$9,000	\$33,233
Debenture Issue expenses	3,150	10	9,000	14,992
Interim Financing Charges	\$1,772		\$18,000	\$48,225



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June 27, 2008

P.O. Box 100
7400 Prospect St.
Pemberton, B.C.
V0N 2L0

Dear Mayor and Council:

Re: SLRD South 9-1-1 Emergency Call Response Service Establishment Bylaw No.1099-2008

At the June 23, 2008 regular meeting of the Board of the Squamish-Lillooet Regional District, the Board passed 1st, 2nd and 3rd readings of the above noted bylaw. The Board also resolved to:

Request the Village of Pemberton Council to pass a resolution consenting on behalf of their Electors to adoption of the proposed bylaw.

I am attaching the staff report regarding this matter, with updated cost estimates, and respectfully request that Council consider this matter at their earliest convenience.

Please let me know if you have any questions or require anything further from us in advance of your consideration of this matter. Thank you.

Yours Truly,

Peter DeJong, Research & Policy Analysis
Squamish-Lillooet Regional District
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