

**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, January 6, 2009 at 4:00 p.m. – 5:00 p.m. in Council Office, 7400 Prospect Street (White Building).

<b>Time</b>	<b>Item of Business</b>	<b>Page No.</b>
<b>4:00 p.m.</b>	<b>1. CALL TO ORDER</b>	
	<b>2. Official Community Plan Directions</b>	<b>2</b>
<b>5:00 p.m.</b>	<b>3. TERMINATION</b>	

**Date:** January 6, 2009  
**From:** Caroline Lamont, Manager of Development Services  
**Subject:** Village of Pemberton  
Official Community Plan Directions

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## 1.0 INTRODUCTION

On December 17, 2008, Council discussed a report from the Manager of Development Services that outlined possible options for the preparation of a new Official Community Plan (OCP) for and by the Village of Pemberton. Council members identified certain priorities that were important to this upcoming community planning and engagement process.

The purpose of this report is to further develop a course of action for the preparation of Pemberton's new OCP. It is the intent that discussions with Council will further assist in defining the Village's preferred approach to updating their Official Community Plan.

The following provides a summary of Council's previous priorities together with a draft work program, budget options and estimated timelines.

## 2.0 COMMUNITY PLANNING PRIORITIES

Council's discussions at the December 17<sup>th</sup> meeting considered whether the Village should prepare an updated OCP and/or undertake a more comprehensive sustainable planning initiative. For the most part Council members indicated that although a comprehensive sustainability planning exercise would be valuable there was stated concern with the timing, scope and funding of such a project. In addition, Council identified the following priorities that were important in the development of the new OCP.

### 2.1 Timely Delivery

A top priority was the timely delivery of a new OCP. There was a concern that if the work program embraced a more comprehensive approach, the OCP may take several years to finalize.

⇒ The OCP should be updated in 2009.

## 2.2 Community Goals

There appeared to be general agreement that the OCP should be based on community-wide (rather than only municipal land use) goals. These goals would be developed from input received from the community and stakeholders at the commencement of the planning process (and informed by the existing OCP as well as other community planning documents such as the Regional Growth Strategy and the Village's Strategic Plan). The OCP document would then address these goals through policies, land use designations and implementation.

- ⇒ The new OCP should identify Community Goals that would, in part, direct the development of land use policies and their implementation.

## 2.3 Regional Focus

The context of the OCP should be more holistic and not be limited to land use considerations within the existing Village boundaries for two primary reasons, specifically:

1. Although Pemberton is the commercial and service hub of the area, its physical area is relatively small (6 km<sup>2</sup>) when compared to the surrounding rural lands within the Squamish Lillooet Regional District's Area C (5600 km<sup>2</sup>). The new OCP policies and designations should recognize and integrate related land use considerations outside its boundaries that may affect Village planning and development.
2. The Village has recently submitted an application to the provincial government requesting an extension to their municipal boundaries. In addition, there is also interest within the community to pursue a more comprehensive and expansive municipal restructuring in the future.

- ⇒ The new OCP should incorporate a regional focus (consulting with the SLRD and their adopted planning directions) and acknowledge that Village interests may extend beyond their existing boundaries.

## 2.4 Community Engagement

The OCP work program should include an extensive range of opportunities for public input and direction. This engagement will likely involve the consulting team/staff meeting with community groups, website interaction and online surveys, as well as community workshops and other meetings. Comments received in public consultation opportunities should be documented and inform the new OCP.

- ⇒ The new OCP work program should develop a public consultation program that encourages participation from the community's wide range of interests. The process should be accountable to the individuals and input received.

### 3.0 DRAFT OCP PLANNING PROCESS

On December 16<sup>th</sup> Council resolved that they would like to enter into a review of the Village's goals and land use policies and further requested staff to prepare guidelines for such a review. It is understood that the intent of the motion was for staff to present a formalized work program, budget and timeline for the OCP update. This section provides preliminary directions for Council's consideration.

#### 3.1 Draft Work Program

It is recommended that the OCP be prepared in phases as to ensure that the project stays on track and on budget. The following outlines an initial draft work program:

##### **Phase 1: Project Initiation**

- Approval of work program, timeline and budget;
- Secure funding for the project;
- Prepare a Request for Proposals (RFP) for the selection of project consultants;
- Complete a *Status Report for Pemberton*<sup>1</sup>;
- Council appointment of an OCP Community Steering Committee;
- Created a dedicated page on the Village's website for OCP updates, public consultation and draft documents;
- Retain consultant; and
- Develop a communications plan for the project.

##### **Phase 2: Community Goal Setting**

- Host the OCP project kick-off meeting where the community is able to brainstorm, share and document ideas for the future of their community;
- Further meet/interview community groups and get additional input on the Village's land use directions and future growth areas; and
- Draft Community Goals and OCP Directions (based on a sustainability framework<sup>2</sup>) and provide opportunities to get feedback from the public, stakeholders and community interest.

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<sup>1</sup> Staff prepares a concise report that records available and relevant social, economic and environmental indicators which comprises a snapshot of the status of the Village (this likely will involve some engagement with community interests and stakeholders). The report will analyze the findings, identify trends and indicate where there may be a lack of relevant data. It will also become the baseline for the future community monitoring and reporting program.

<sup>2</sup> The Community Goals will be based on the existing Strategic Plan pillars, as well as existing goals contained within the current OCP, Regional Growth Strategy (if approved) community documents and public input. Community Goals

**Phase 3: OCP Policies and Land Use**

- Update or expand on OCP policies and actions that respond to the Community Goals and OCP Directions;
- Review existing land use in context with Community Goals and OCP Directions;
- Meet landowners and stakeholders on potential land use designations;
- Present draft OCP policies, actions and land use designations (including Development Permit Areas and mapping) to the community for input; and
- Finalize OCP policies, actions and land use designations.

**Phase 4: OCP Implementation**

- Identify and document how the actions will be implemented in terms of responsibilities, timelines and budgets; and
- Integrate actions into the Village's Strategic Plan

**Phase 5 – Monitoring and Adoption**

- Identify key community indicators;
- Develop a monitoring program for the Village (using the *Status Report* as the baseline report);
- Incorporate a reporting program that enables the OCP to be a dynamic document responding to changing priorities over time; and
- Adopt new OCP following the statutorily required approval process.

### 3.2 Budget

The proposed work program will provide an efficient and cost effective approach to updating the OCP. Although the proposed program will develop general Community Goals, the process will only act upon those directions that are appropriate within an OCP. It is estimated that the approximate cost to undertake the update of the OCP, not including staff time, would be approximately \$80,000-\$100,000 (exclusive of GST, expenses, etc), given the desire to ensure extensive community outreach, an implementation strategy, monitoring indicators and updated mapping. The funding for the project may be earmarked from a limited number of sources, notably:

**Green Municipal Funding Grant** – This program is a long-term source of financing for municipalities to assist communities to be more environmentally, socially and economically sustainable. It provides grants to municipalities and is managed by the Federation of Canadian Municipalities (FCM). A prerequisite to the funding application is that

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*will likely consider: community character, land use patterns, housing, transportation, education, natural environment, economic development, heritage, culture, infrastructure, community facilities, recreation, health and safety.*

Council must pass a resolution that includes a commitment to establish a sustainable vision and sustainability targets in the plan.

Important facts regarding the grant program include:

- The Green Municipal Fund (GMF) can reimburse up to 50% of the total eligible costs to a maximum grant amount of \$350,000;
- The municipality must commit a minimum 10% cash contribution to the eligible cash cost that may include the hiring of a consultant and the costs of community consultation and/or education processes;
- Eligible in-kind costs can only be provided by the municipality and cannot exceed 10% of the total eligible costs; and
- Baseline data collections, software, office supplies, etc are not eligible.

The GMF applications take between six (6) to nine (9) months to process. Regardless the Village would still be responsible for up to \$50,000.

**Other Community Planning Grants** – Staff were unable to find any other applicable grant programs that have the potential to assist Pemberton with funding their new OCP. The Village, however, currently has funding requests in with the Real Estate Foundation (Downtown Enhancement) and UBCM's Community Health Promotion Fund (Affordable Housing Strategy) that if successful both anticipated deliverables will further inform the new OCP. These grants, however, will not provide any budget savings to the OCP.

**Village's 2009 Budget** – The Village's budget will need to earmark the project budget (\$80-100,000) or matching funds (\$40-50,000).

**In-House Staff Resources** – The OCP update could be done in-house, however, it would significantly burden existing staff workload and Council priorities and is not recommended. The timeline would also need to be significantly extended to accommodate all of staff's other responsibilities.

### 3.4 Timeline

The table attached as Appendix A provides an initial attempt at a schedule for the OCP update. The timeline provides two options (based on three different funding alternatives), as follows:

#### 1. Commence OCP Project Immediately

- a) Support the project 100% by Village-only funding (either through funding a consultant or using exclusively Village staff that are on

payroll). This would allow the project to start immediately and not have to wait for a successful GMF grant request<sup>3</sup>;

- b) Undertake initial tasks in Phase 1 and 2 of the work program in-house while waiting for approval of a funding application from GMF funding for the remaining phases.

**2. Make immediate application for GMF funding and commence project once the necessary funding is secured (6-9 months).**

The proposed schedule attached as Appendix A is a very preliminary timeline. The estimated time is subject to staff and/or consultant workload as well as the effectiveness of the community planning process, workload, etc (i.e. stays on track). Please note that the red shading indicates the timing if the project must wait for the GMF grant (best case scenario 6 months from early January 2009).

#### **4.0 NEXT STEPS**

The purpose of the Committee of the Whole workshop is to receive additional input from Council on their preferred direction intended for the new OCP's work program, budget options and timeline. The intent is to receive Council's comments and then return to the February 3<sup>rd</sup> Council meeting with a more definitive work program for adoption.

In addition, if Council supports an application to the GMF grant program a resolution is required as soon as possible. The motion should be worded as follows:

*“That the Village of Pemberton is committed to establishing a sustainability community vision and sustainability targets in the preparation of their new OCP.”*

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<sup>3</sup> Council will have a better idea of the potential to solely fund the project following the January 6<sup>th</sup> Strategic Planning Session.

PRELIMINARY PEMBERTON OCP WORK PROGRAM AND TIMELINE

APPENDIX A (Jan 06 09 CotW Report)

Tasks		2009												2010											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
PHASE 1	Work program, timeline and budget approved	Green																							
	<i>Secure funding – GMF</i>						Red 1																		
	<i>Secure funding - Village</i>			Green 2																					
	Prepare, send out and receive RFP for consultants;		Green	Green																					
	Complete Status Report	Green	Green	Green																					
	Council appointment of <i>Steering Committee</i> ;				Green																				
	Set up Village website for OCP process,		Green 3																						
	Retain consultant				Green																				
Develop a communications plan			Green																						
PHASE 2	Project Kick off Meeting with Community					Blue																			
	Meet/interview community groups to get additional input;						Blue	Blue																	
	Draft Community Goals and OCP Directions							Blue	Blue					Red	Red										
	Finalize Community Goals and OCP Directions									Blue					Red										
PHASE 3	Update or expand on OCP policies and actions													Red	Red	Red									
	Review existing land use designations													Red	Red										
	Meet with landowners and stakeholders													Red	Red										
	Present draft OCP policies, actions and land use													Red	Red	Red									
	Finalize OCP policies, actions and land use designations.														Red		Red								
PHASE 4	Identify responsibilities, timelines and budgets;															Brown	Brown		Red	Red					
	Integrate actions into the Village's Strategic Plan																	Brown			Red				
PHASE 5	Identify key community indicators																					Red			
	Develop a monitoring for the Village																					Red			
	Incorporate a reporting program																		Black	Black		Red	Red		
	Council Approves Final OCP																			Black	Black		Red	Red	

**RED** indicates timeline for “best case” GMF grant

<sup>1</sup> If GMF Grant is successful

<sup>2</sup> If this is a Village funded project

<sup>3</sup> Before Kathleen goes on maternity leave

<sup>4</sup> Public Engagement should not be held in the summer months