

THE VILLAGE OF PEMBERTON

**-COMMITTEE OF THE WHOLE –
- MINUTES -**

Minutes of a Committee of the Whole of the Village of Pemberton held Tuesday, March 20, 2007 at 10:00 a.m. in Council Office, 7400 Prospect Street.

IN ATTENDANCE:

Mayor Jordan Sturdy
Councillor Kirsten McLeod
Councillor Jennie Helmer
Councillor Mark Blundell
Councillor David MacKenzie

STAFF IN ATTENDANCE:

Lori Pilon – Administrator
David Allen - Director of Development Services
Sheena Fraser – Deputy Clerk
Richard Diamond, Planning Technician/Building Inspector

GUESTS:

John Burleson, President, Pemberton Valley Little League Assoc.

1) CALL TO ORDER

At 10:45 a.m. Mayor Sturdy called the Meeting to Order.

2) John Burleson – Pemberton Valley Little League – update on status of baseball field project at Signal Hill Elementary School

Mr. Burleson updated Council on the progress made to date on raising funds and support for the upgrade of the baseball diamond located at Signal Hill Elementary School. Mr. Burleson advised that work needed to proceed on the fields immediately in order for them to be ready for the May start of the Little League season and that the School Board has yet to provide permission to move forward on the project but that a meeting was being planned for the week of March 26th with the facilities group to review the request.

Burleson expressed his frustration in not being able to get direction on whether or not the Association may move forward with the work and requested assistance from Council to ask the School Board to make a decision.

Moved/Seconded

THAT the Village of Pemberton advise the School Board that the Village will assume responsibility for booking the school field at Signal Hill Elementary School until arrangements can be made with the Squamish Lillooet Regional District, who are responsible for administration of recreation in Pemberton and Area C;

AND THAT correspondence be sent to the School Board supporting the development of the baseball diamond and requesting that a decision be made immediately as to whether or not the work can proceed.

CARRIED

3) SECONDARY SUITES

Richard Diamond, Building Inspector, provided a verbal report on concerns related to non-conforming secondary suites related to the Village Zoning Bylaw, liability for the Village, flood plain restrictions, building code requirements, homes with more than one suite and safety issues related to fire protection, health and safety issues.

Moved/Seconded

THAT with regard to secondary suites Council requests:

THAT Staff examine what the legal risks are with regard to not enforcing the flood level covenants and building code contraventions;

THAT in no event will more than one (1) secondary suite be permitted;

THAT health and safety issues be enforced;

THAT utilities be charged for all suites that are brought to the Village's attention; and

THAT Staff draft a policy that balances limited resources for enforcement with compliance for health and safety issues and mitigating risk for the Village.

CARRIED

At 11:50 a.m. Councillor McLeod left the meeting.

At 12:00 (noon) the meeting was recessed for ten (10) minutes.

At 12:10 p.m. the meeting reconvened.

4) LAND USE (Development) PROCEDURES AMENDMENT BYLAW No. 585, 2007 – DRAFT

David Allen, Director of Development Services, reviewed a draft of the proposed Land Use Procedures Amendment Bylaw recommending the following:

- Application fee be increased from \$1,500 to \$2,000
- Inclusion of a cost recovery approach for processing development applications
- Inclusion of a category for “minor development permits and reduced fees for same
- Fixed fee for Development Permits in the Industrial Park
- Council delegation of approval for minor development permits to the Director of Development Services.

Moved/Seconded

THAT the draft Land Use Procedures Amendment Bylaw be amended to incorporate the following:

- To require a deposit in the amount of \$2,00 of which \$750 is a non-refundable minimum fee, and that balance is a refundable draw-down deposit where any unused funds will be returned to the applicant.

- That the Village provide for a maximum of five (5) hours of staff time prior to the official application for any development services permit application (ie: Development Permit, Subdivision Application, Rezoning Application, OCP Amendment Application or Development Variance Permit Application.)

CARRIED

5) PEMBERTON CHILDCARE PROJECT UPDATE

David Allen, Director of Development Services, provided an update on the status of the Pemberton Children’s Centre project on Lot 15 identifying several issues that are in the process of being addressed and those that are outstanding.

Moved/Seconded

THAT the Building Inspector be directed to allow construction to proceed prior to the completion of the Subdivision, Development Permit and Building Permit subject to the Pemberton Childcare Society providing an Undertaking that commits to the conditions listed in the report of March 20, 2007 and establishing dates by which each condition will be completed;

AND THAT staff prepare an Undertaking on behalf of the Pemberton Childcare Society.

CARRIED

6) COUNCIL PROCEDURE BYLAW – DRAFT

A draft Council Procedure Bylaw was presented for discussion purposes that included clarifying some wording and adjusting the Order of Business. It was determined that the current bylaw addressed the needs of Council at this time.

7) SLRD MAINTENANCE AND UTILITY CHARGES AT 1350 ASTER STREET.

The Administrator provided background on the allocation of building expenses for 1350 Aster Street and advised that there are currently three (3) different lease arrangements in place all of which have different formulas to calculate the SLRD share of maintenance and utilities.

Negotiations are ongoing and updates will be provided as they progress.

4) ADJOURNMENT

At 1:30 p.m. Mayor Sturdy terminated the meeting.

Mayor

Administrator