

**VILLAGE OF PEMBERTON  
COMMITTEE OF THE WHOLE  
MEETING MINUTES**

**Minutes** for the **Committee of the Whole** of Council of the Village of Pemberton, held Tuesday, September 12, 2017, at 1:00 p.m., at Council Chambers, 7400 Prospect Street. This is meeting No. 166.

---

**ATTENDING:** Mayor Mike Richman  
Councillor James Linklater  
Councillor Ted Craddock  
Councillor Karen Ross

**ABSENT:** Councillor Jennie Helmer

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Tim Harris, Manager of Operations and Development Services  
Lisa Pedrini, Senior Planner  
Elysia Harvey, Legislative Assistant

**PUBLIC:** 5

---

**1. CALL TO ORDER**

At 1:01 p.m. Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** The agenda be approved as presented.

**CARRIED**

**3. APPROVAL OF THE MINUTES**

**a) Committee of the Whole No. 165 – Tuesday, July 25, 2017**

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 165, held Tuesday, July 25, 2017, be adopted as circulated.

**CARRIED**

#### **4. UPCOMING MEETINGS – DISCUSSION**

**a) BUILDING BRIDGES WORKSHOP – September 22 – 8:30am – 4:30pm**

Councillors Linklater, Ross, and Craddock advised they will attend the workshop.

**b) DESTINATION DEVELOPMENT PLANNING SESSION – September 22 – 9:30 am – 4:00pm**

Jill Brooksbank, Communications and Grant Coordinator, will be attending to represent Staff. Mayor Richman and Councillor Craddock will discuss to determine who can attend due to the conflict with the Building Bridges Workshop.

**c) AIRBNB MEETING INVITE – UBCM – September 25 – 29**

Councillors Linklater and Ross expressed interest in attending, and will discuss with CAO Gilmore once the UBCM schedule has been confirmed.

**d) VCH NORTH SHORE LOCAL GOVERNANCE LIAISON MEETING – Agenda topic discussion – October 6 – 10am – 11:30am**

Councillor Linklater advised he will attend.

**E) VCH SEA TO SKY CONGRESS – November 16 – 1pm – 4pm**

Mayor Richman advised he will attend. Lisa Pedrini, Senior Planner, will be attending to represent Staff.

**F) RESOURCE BREAKFAST SERIES**

Follow-up email to be sent by Wendy Olsson, Executive Assistant, confirming details.

**G) TRUCK LOGGERS ASSOCIATION MEETING**

Follow-up email to be sent by Wendy Olsson, Executive Assistant, confirming details.

#### **5. SITE ALTERATION BYLAW – DRAFT FOR DISCUSSION**

The Committee of the Whole discussed strengthening the language surrounding invasive species, and adjusting the minimum requirement to obtain a Site Alteration Permit for the deposit or removal of soil, trees, and other materials from 10 cubic metres (m<sup>3</sup>) to 50 cubic metres (m<sup>3</sup>). Discussion also took place regarding fencing requirements, permit fees, and fines.

Moved/Seconded

**THAT** the Site Alteration Bylaw be referred back to staff for amendments, as discussed, and the Bylaw brought forward for readings after legal review.

**CARRIED**

*NOTE: As the Site Alteration Bylaw relates to soil removal/deposit, there is a requirement to refer the Bylaw to the Ministry of Energy and Mines (soil removal) and the Ministry of Environment (soil deposit). After receiving legal review, the Bylaw will be forwarded to the appropriate Ministries*

Staff requested that the Agenda be amended to bring forward the Short-Term Vacation Rental Report as the next item for discussion, as the public in attendance at the meeting were specifically interested in this item.

Moved/Seconded

**THAT** the Committee of the Whole Agenda be amended to bring forward the Short-Term Vacation Rental Report.

**CARRIED**

## **6. SHORT-TERM VACATION RENTALS – MANAGEMENT OPTIONS**

Lisa Pedrini, Senior Planner, provided an update on the Short-Term Vacation Rentals Survey results, and the progress on the Zoning Bylaw project to date.

Topics of discussion surrounding short-term vacation rentals and amendments to the Zoning Bylaw focused on some of the following key areas of concerns:

- Review of the options for consideration (Roll Back, Modernize the 'Status-Quo', Expanded, and Blended);
- Monitoring and enforcement;
- Impacts to neighbourhoods (parking, noise, safety, disturbance);
- Changes to local tourism, demographics, and economy, and the importance of keeping in pace with these;
- Impacts on existing accommodation providers and development of new hotel/motel accommodations;
- Impacts on long-term rental opportunities;
- Limiting the number of permits issued for Short-Term Rental Units;
- Business licence fees and requirements.

Moved/Seconded

**THAT** the Committee of the Whole recommends to Council to direct Staff to create a definition of short-term vacation rental in the draft new Zoning Bylaw and permit their use under the following conditions:

- Only in those zones that currently permit a bed and breakfast (as defined by Zoning Bylaw No. 466, 2001);
- Only permitted within the principal dwelling, unless the property owner receives a Temporary Use Permit (TUP) for their property to allow this use in a secondary suite (a TUP would allow the use on a temporary basis for up to a maximum of (3) three years, with the ability to renew once for a maximum of three(3) more years, and would require an application fee, notification as per the *Local Government Act*, and with

the opportunity to include other specific conditions as needed), thus keeping a majority of secondary suites in the long term rental pool;

- Up to a maximum of two (2) guests per bedroom, to a total household maximum of eight (8) guests with one (1) off-street parking space provided per bedroom used for short term vacation rental;
- Operators of short term vacation rentals will be required to apply for a business licence, which entails zoning, building and fire safety inspections;
- The total number of business licences issued for short term vacation rental properties would be limited to a certain number for the community as a whole with appropriate cap per neighbourhood and per street at a number to be determined, and applications would be accepted on a first come first served basis;
- Operators of short term vacation rentals would be required to maintain a \$2,500 infraction deposit with the Village of Pemberton, which would be drawn upon in the case of complaints warranting staff time;
- Operators of short term vacation rentals would be required to enter into a 'Good Neighbour Agreement', details of which to be developed;
- Operators of short term vacation rentals will be subject to the same utility rates as bed and breakfast operators;
- Breakfast would not have to be included;

**CARRIED**

**OPPOSED: COUNCILLOR CRADDOCK**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that upon adoption of the Zoning Bylaw, staff be directed to amend the Business Licence Bylaw to include a definition of short term vacation rentals (in alignment with the Zoning Bylaw definition), establish a separate Business Licence fee, and require proof of insurance for short term vacation rental business licences;

**AND THAT** and the Municipal Ticketing Information Utilization Bylaw be amended to support the regulation of this new type of home-based commercial business.

**CARRIED**

**OPPOSED: COUNCILLOR CRADDOCK**

## **7. AFFORDABLE HOUSING PLAN REVIEW**

Lisa Pedrini, Senior Planner, provided background and an update on the status of the Village's Affordable Housing Strategy. The Committee reviewed the strategic directions as set out in the Strategy, and discussion took place regarding the following:

- Land development opportunities;
- Need to plan for the future;
- Need to update the background with current statistics, i.e. population profile, current housing stock, development activity, real estate sales, rental rates, housing costs, etc.

- Options with respect to updating the strategy and developing an Affordable Housing Action plan (Consultant/in-house);
- Concern with respect to missed opportunities (now/future) and the importance of moving this initiative forward in a timely manner.

#### **Background Report Update:**

Moved/Seconded

**THAT** the Committee of the Whole recommends to Council to direct Staff to review and update the 2009 Affordable Housing Strategy Background Report with current information regarding community housing need, supply and demand.

**CARRIED**

#### **Affordable Housing Action Plan:**

Moved/Seconded

**THAT** the Committee of the Whole recommends to Council to support the development of an Affordable Housing Action Plan, which would include clear targets and tools to facilitate a range of affordable housing for employees, seniors, people in high need, and hospice.

**CARRIED**

#### **2009 Affordable Housing Strategy Report – Strategic Directions**

Moved/Seconded

**THAT** the Committee of the Whole supports consideration of the strategic priorities being brought forward as indicated below:

#### **Policy:**

Strategic Direction #1 – Draft and adopt affordable housing policies that provide clear and consistent direction to staff, council and developers.

Strategic Direction #2 – Streamline the development review process and remove barriers to affordable housing development.

Strategic Direction #7 – Introduce municipal programs and mechanisms to direct funds toward affordable housing initiatives.

#### **Zoning Bylaw Review:**

Strategic Direction #3 – Amend regulations to encourage innovation in the design and planning of new residential construction as well as residential redevelopment and infill projects.

Strategic Direction #4 – Amend zoning regulations to facilitate the development of accessory suites as a means of increasing the rental housing stock.

Strategic Direction #5 – Use financial tools to facilitate the development of affordable housing.

Strategic Direction #6 – Consider approaches to legalize and facilitate the development of secondary suites.

**Partnership Building:**

Strategic Direction #8 – Build partnerships that can lead to the development of non-market housing projects in the Pemberton area.

Strategic Direction #9 – Build partnerships that can lead to the development of rental housing projects in the Pemberton area.

Strategic Direction #10 – Continue to liaise and facilitate dialogue with key stakeholders and community groups regarding housing issues.

**Advocacy:**

Strategic Direction #11 – Advocate to senior levels of government on housing matters beyond the Village's jurisdiction.

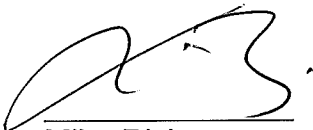
**Communications:**

Strategic Direction #12 – Provide information and outreach to community members.

**CARRIED**

**4. ADJOURNMENT**

The Committee of the Whole Meeting was adjourned at 4:23 p.m.



Mike Richman  
Mayor



Sheena Fraser  
Corporate Officer