

**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, April 10, 2018 at 1:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 175.

"This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010."

Item of Business	Page No.
1. CALL 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	1
Recommendation: THAT the Agenda be approved as presented.	
3. ADOPTION OF MINUTES	2
a) Committee of the Whole No. 174 – Tuesday, March 20, 2018	
Recommendation: THAT the minutes of Committee of the Whole Meeting No. 174, held Tuesday, March 20, 2018, be adopted as circulated.	
4. DOWNTOWN ENHANCEMENT PROJECT REVIEW	6
5. ADJOURNMENT	

**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, March 20, 2018, at 1:00 p.m., at Council Chambers, 7400 Prospect Street. This is meeting No. 174.

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

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lena Martin, Manager of Finance & Administration
Lisa Pedrini, Senior Planner
Tim Harris, Manager of Operations & Development Services
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 2

1. CALL TO ORDER

At 1:05 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. 173 – Tuesday, March 6, 2018

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 173, held Tuesday, March 6, 2018, be adopted as circulated.

CARRIED

4. DELEGATIONS

There are no Delegation presentations.

5. BUDGET SESSION No. 4 – 2018 Revised Operating, Project And Capital Expenses And Tax Implications

As a follow up to the previous meetings, Staff brought forward Revised Operating, Project And Capital Expenses and Tax Implications including a tax increase of 10.3%, with \$40,000 allocated to a project coordinator position and an additional \$57,272 allocated to Reserves for future One Mile Lake Park Boardwalk and Road repairs.

Tax Implications:

Moved/Seconded

THAT a revised budget limiting the tax increase to \$65,000 and allocated as follows:

Operations & Capital Expenditures	\$40,000
Capital Reserves for Future Expenditures (future One Mile Lake Park Boardwalk repairs)	\$25,000
CARRIED	

Administration:

Moved/Seconded

THAT the Administration Budget be supported as amended.
CARRIED

Public Works & Parks:

Moved/Seconded

THAT the Public Works and Parks Budget be supported as amended.
CARRIED

One Mile Lake Park Boardwalk – Budget and Repairs:

Moved/Seconded

THAT the Committee of the Whole recommend to Council that the following motion passed at Regular Council meeting No. 1464, held on Tuesday, February 20, be rescinded:

THAT a Parks Reserve of \$50,000 be established for One Mile Lake Park Boardwalk Repairs/Redevelopment;

AND THAT Staff explore design, cost and funding options for the One Mile Lake Park Boardwalk repairs/redevelopment.

CARRIED

Moved/Seconded

THAT the Committee of the Whole recommend to Council that the following two motions be adopted in its place:

Recommendation One:

THAT \$25,000 be transferred to Capital Reserves for future Capital Expenditures in consideration of future One Mile Lake Park Boardwalk Repairs/Redevelopment.

Recommendation Two:

THAT Staff explore design, cost and funding options for the One Mile Lake Boardwalk repairs/redevelopment.

CARRIED

6. Draft Affordable Housing Background Report – Update

Lisa Pedrini, Senior Planner, presented the Draft Affordable Housing Background report that is in the process of being updated to reflect the current market trends. Pedrini noted that Staff will be doing more work with regard to gaining more qualitative information which will include stakeholder meetings with representatives of the Lion's Society, BC Housing and local Realtors. Pedrini noted a few corrections to the report on pages 35, 36 and 37 which will be addressed in the final document.

Moved/Seconded

THAT the Draft 2018 Affordable Housing Background Report Update be received for information.

CARRIED

7. NON-MEDICAL CANNABIS RETAIL SALES – FLOW CHART

Staff brought forward a flow chart setting out steps the Village should be considering related to Non-Medical Cannabis (NMC) Retail Sales. Discussion took place with respect to whether or not, once the retail sale of cannabis is legalized through the *Cannabis Act*, if there is a desire to consider amending the Zoning Bylaw to permit non-medical cannabis sales. It was agreed that Staff should proceed with policy development in this regard in anticipation of the implementation of the *Cannabis Act*.

Moved/Seconded

THAT the Committee of the Whole recommends to Council that Staff be directed to undertake the development of Policy respecting the retail sales of non-medical cannabis (NMC) in anticipation of the *Cannabis Act* coming into effect.

CARRIED

Moved/Seconded

THAT Committee of the Whole recommend to Council that Staff be directed to investigate the Cannabis Licencing application process and report back at a future Committee of the Whole meeting.

CARRIED

OPPOSED: Councillor Ross, Councillor Helmer

8. ADJOURNMENT

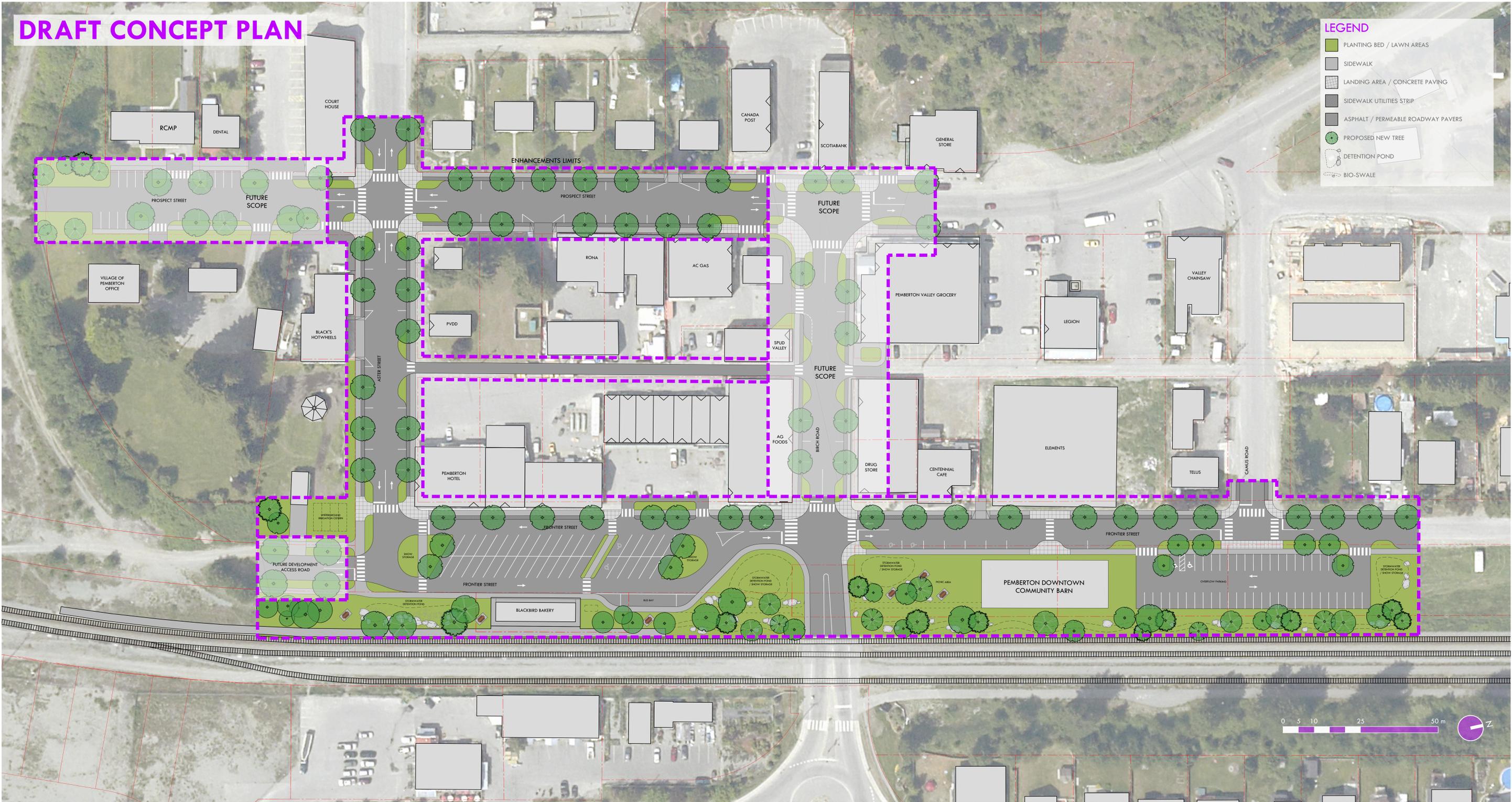
The Committee of the Whole Meeting was adjourned at 3:07 p.m.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

DRAFT CONCEPT PLAN



DOWNTOWN REVITALIZATION

Rehabilitating the Village's downtown core is a locally and regionally significant initiative that will consist of essential upgrades to underground infrastructure and key improvements to roads, sidewalks, waterlines, stormwater management and streetlighting. These important works will build our community's resilience to climate change, while creating a walkable, vibrant downtown that will support our businesses and accommodate future growth.



WIDENED SIDEWALKS



STREET LIGHTING



STREET TREES



PICNIC AREAS

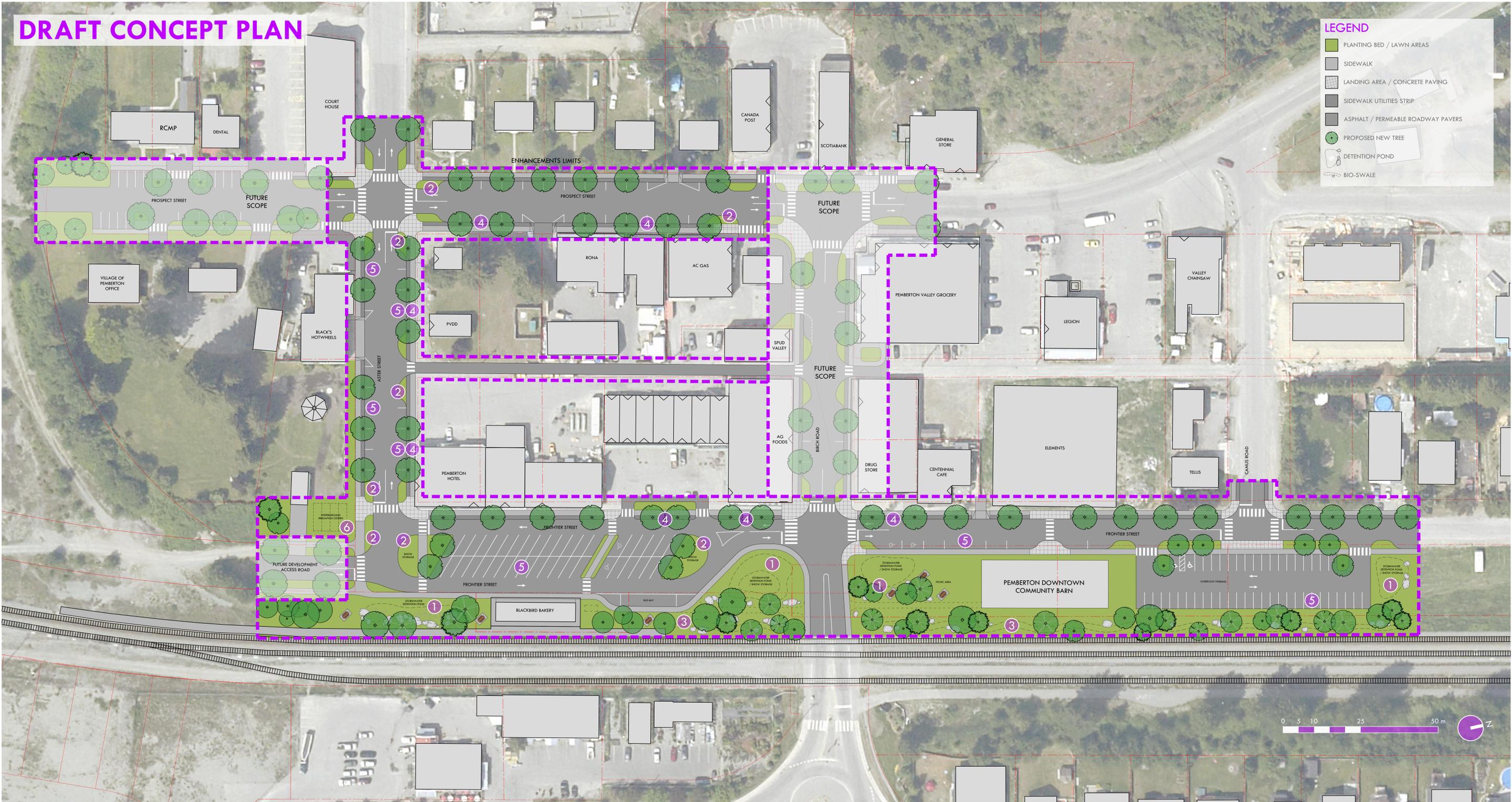
PEMBERTON DOWNTOWN ENHANCEMENT

DOWNTOWN REVITALIZATION

DRAFT CONCEPT PLAN

LEGEND

- PLANTING BED / LAWN AREAS
- SIDEWALK
- LANDING AREA / CONCRETE PAVING
- SIDEWALK UTILITIES STRIP
- ASPHALT / PERMEABLE ROADWAY PAVERS
- PROPOSED NEW TREE
- DETENTION POND
- BIO-SWALE



1 STORMWATER DETENTION POND
Strategic ponds are located throughout the project to allow natural water infiltration in storm events.



2 BIO-FILTRATION BEDS
Filtration beds play a key role in reducing the amount of runoff and increasing water quality.



3 BIO-SWALE
Stormwater is purified through air exposure and plants bio-filtration.



4 STRATA CELL ROOT SYSTEM
Strata cells provide the adequate soil volumes for healthy trees in constrained locations.



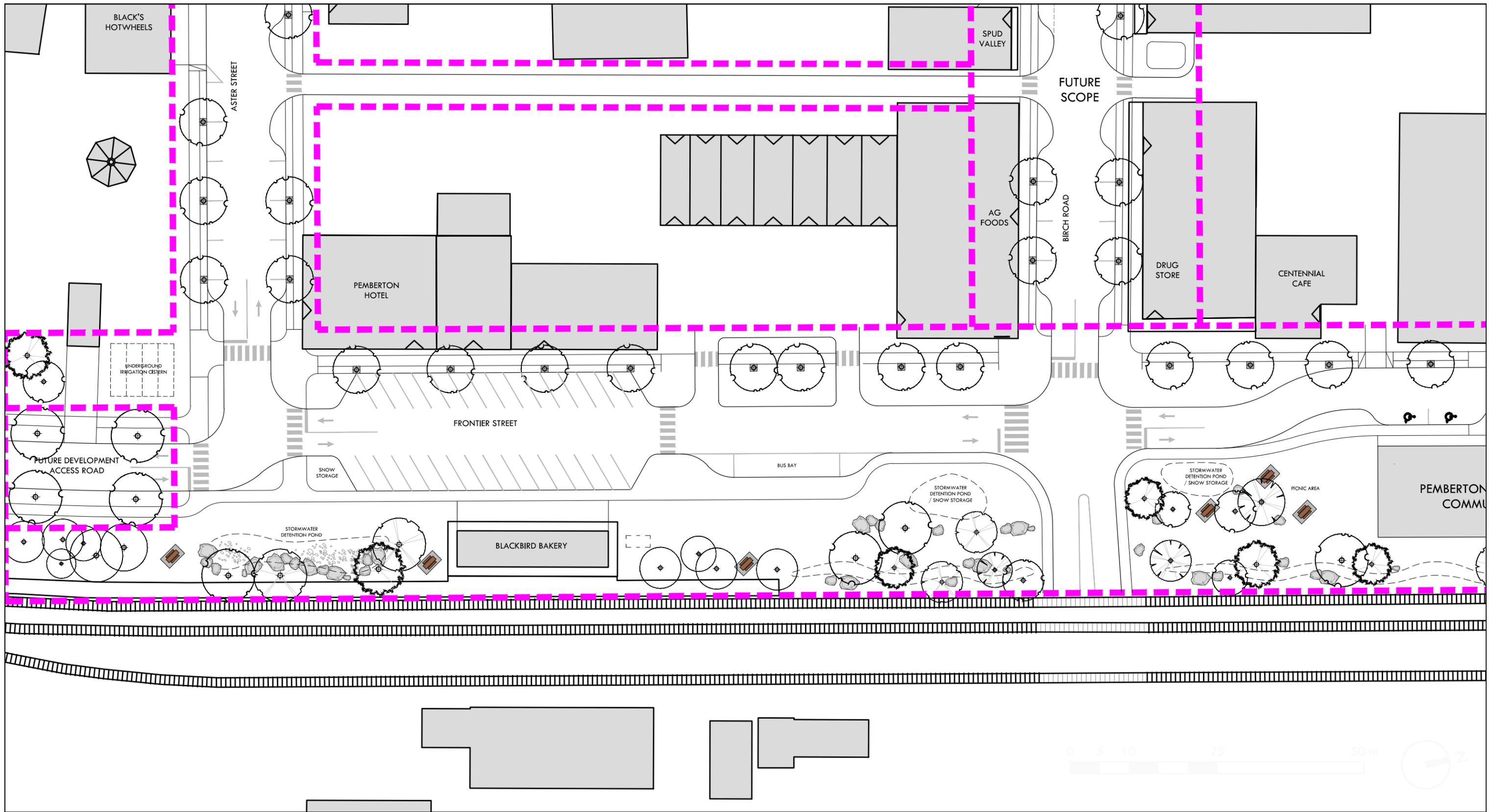
5 PERVIOUS PAVEMENT
Permeable roadway pavers will be installed in strategic parking locations to reduce stormwater runoff.



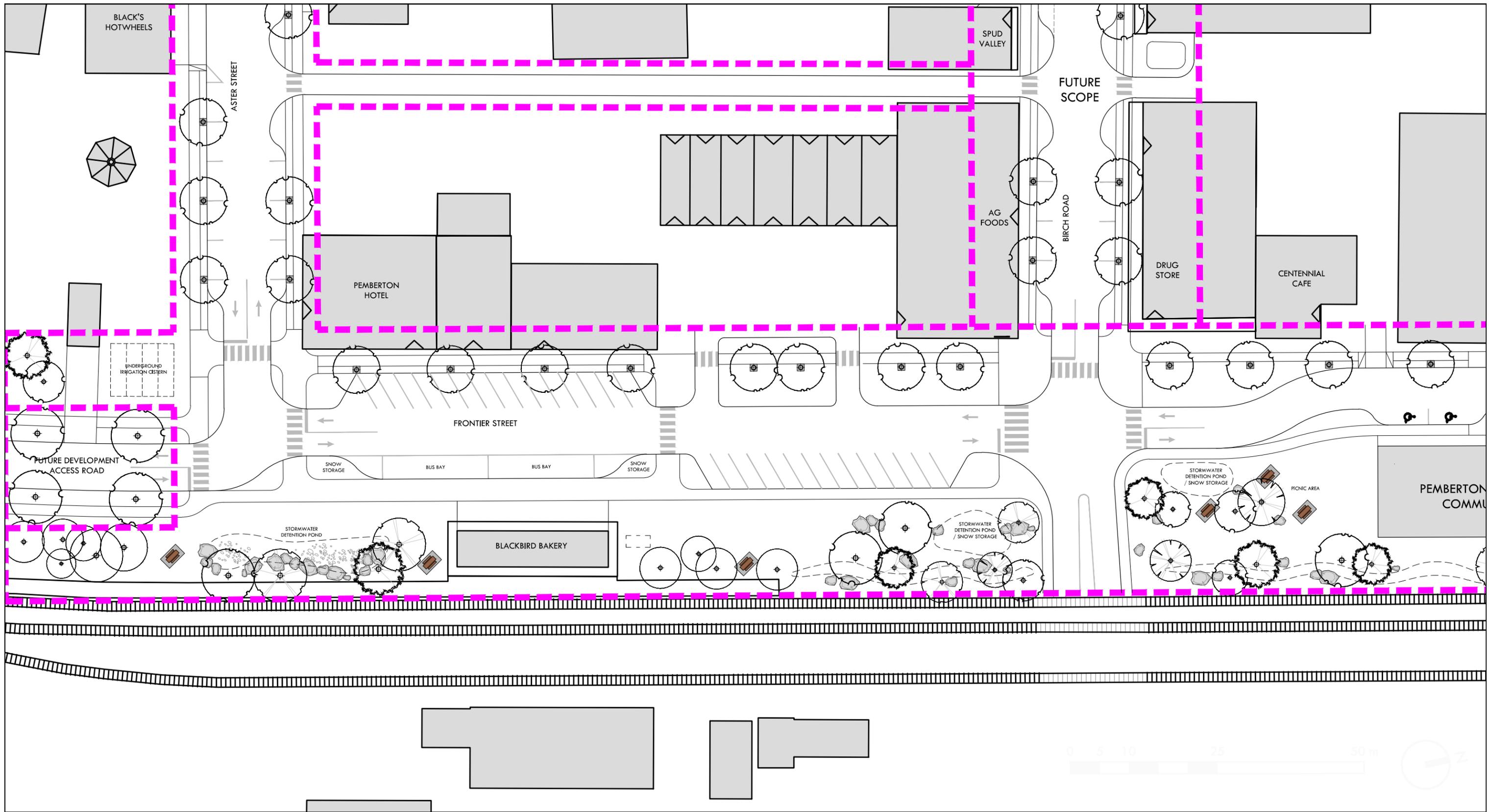
6 UNDERGROUND CISTERN
Filtered stormwater will be collected in an underground cistern system for park irrigation.



IMPROVED STORMWATER TREATMENT
State of the art treatment utilities will be installed to efficiently purify overflows and stormwater runoff.



FRONTIER STREET - Concept design - Option 2A
 PEMBERTON DOWNTOWN ENHANCEMENT



FRONTIER STREET - Concept design - Option 2B
 PEMBERTON DOWNTOWN ENHANCEMENT

Village of Pemberton
Downtown Enhancement Project
as at April 6, 2018

1. Timeline

Task Name	Duration	2nd Quarter, 2018			3rd Quarter, 2018			4th Quarter, 2018			1st Quarter, 2019			2nd Quarter, 2019			3rd Quarter, 2019			4th Quarter, 2019		
		Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Design	109 days	→			→																	
Tender Process	20 days				→																	
Project Award	20 days							→														
Construction	300 days							→												→		

2. Parking Stall Number Variance

Location	Existing	Design 1	Design 2A	Design 2B
Prospect (Rona)	34	22	22	22
Prospect (VOP)	17	17	17	17
Aster	22	15	15	15
Frontier Left	65	40	30	28
Frontier Right	17	9	9	9
Barn Parking Lot	25	47	47	47
Birch	11	11	11	11
Totals	191	161	151	149

3. Cost Estimate for Birch Street

Roads	\$274,000
Sidewalk	200,000
Streetlighting	144,000
Trees	50,000
Storm	124,000
Subtotal	<u>792,000</u>
Contingency (25%)	198,000
Eng. & Construction (15%)	118,800
Totals	<u><u>\$1,108,800</u></u>

Communications Plan

Subject	Downtown Enhancement Communications Program
Date	April 2018
Purpose	The purpose of this communications plan is to raise awareness of the Downtown Enhancement Project and related studies/concepts as well as to present the communication plan for the project.
Prepared by	Jill Brooksbank, Sr. Communications & Grants Coordinator

1. Background & Research

Background	<p>In 2009, the Village received funding to complete a Downtown Enhancement Strategy (DES), which was completed in 2010. An urban design specialist led a series of workshops with downtown stakeholders and Village residents to determine how the downtown could be better enhanced to meet the expectations of our residents and visitors. Participants considered planning best practices while reviewing parking inventory, building inventory, and mappings. Input during these sessions was documented and analyzed by staff and the design created conceptual plans and strategic directions. Consultation opportunities included: online questionnaires, walking tours, downtown stakeholder workshops, and a community information session. The strategy and conceptual plans were then referred back to the community for comments.</p> <p>Through the consultation for DES, stakeholders identified Frontier Street as an area of special significance as it was seen as the gateway to the Village's downtown. As Frontier Street and adjacent parcels are owned by the Village and very few land owners, it was decided that the Downtown Enhancement Program should begin with Frontier Street. Building on earlier work done for the Downtown Enhancement Strategy, the same design specialist was contracted in 2010 to complete a Frontier Street Design Master Plan (FSDMP). This Plan also included intensive consultation including a community walk-about, followed by both an outdoor workshop, and an evening workshop. The draft Master Plan was presented at a community information meeting and was well received by community members.</p> <p>With a limited tax base, recommended enhancements outlined in both the Downtown Enhancement Strategy and the FSDMP would require setting aside reserves in addition to applying for funding.</p> <p>In 2011, the Village first applied for funding from the Federal Gas Tax Fund. This objective of this fund is to make strategic investments in projects that are larger in scale with the intended outcome of reduced GHG emissions, cleaner air and cleaner water. With this funding requirement in mind, Village staff worked with our engineers to build upon the enhancements plans and concepts presented in the DES and FSDMP to integrate stormwater management infrastructure, which was lacking, and in some cases, non-existent, within the downtown core. Unfortunately, the Village was not successful in receiving funding in this round.</p> <p>Another intake for the Federal Tax Gas Fund opened in 2012. With the same funding deliverables but with a special focus on innovation. The Village again worked with engineers to further enhance our application by adding innovative stormwater management components to the project including green infrastructure such as rain gardens and bioswales. The funding request also included the creation of a sustainable transportation hub,</p>
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which included enhancements such as bike racks, a park'n'ride, transit pull out and charging stations for cars. Unfortunately, this application was not successful.

Also in 2012, the Village acquired the train station property, located on Frontier Street. As this property was identified as priority community gathering space in the FSDMP, it was in the Village's interest to purchase this property in order to undertake the enhancement recommendations in both the DTE and FSM Plans for this area.

In 2014, the Village applied for and received funding from the Community Infrastructure Improvement Fund, intended to implement recommendations of the Plans for the newly acquired 'train station'. The project included the construction of a transit pull-out, and interior improvements.

In 2014, the Village made it's first funding breakthrough for the implementation of the DTE and FSDMP, by receiving \$240,000 from the Whistler Blackcomb Foundation, for the construction of the Downtown Community Barn, the anchoring feature of the Plans. With generous contributions from the community and The Timber Framers' Guild, the Downtown Community Barn was completed in 2015.

In 2015, the Village again applied for funding for Federal Gas Tax Funding. The Village further built upon the concepts from the Plans and previous applications, with the addition of the rehabilitation of our downtown water infrastructure and roads. Feedback from the funder indicated that a strong emphasis for this intake would be projects that created cleaner air/cleaner water outcomes. This funding application was also not successful. Meanwhile, minor and major water infrastructure repairs were taking place, resulting in patch work in various places within the downtown, further degrading the roads.

In 2017, the Federal Gas Tax Fund had another funding intake. Staff again met with the funders to determine priorities for the intake. It was indicated that a strong emphasis would be on climate change resiliency. Taking all the enhancements from previous applications, staff added additional innovative climate change resiliency components, which included increased natural stormwater management infrastructure, planting of trees, oil and grit separator, and strata cell system (to collect and store stormwater eliminating the need to irrigate trees and green infrastructure). The Village received strong support of the application from the RCMP, Pemberton Fire Rescue, BC Ambulance, Pemberton & District Chamber of Commerce, Tourism Pemberton, Pemberton Valley Seniors Society, Squamish-Lillooet Regional District, Lil'wat Nation and Vancouver Coastal Health. The Village was successful in obtaining funding to undertake these initiatives in the amount of \$5.3 million dollars.

As a requirement of the funding, a funding announcement was held at the Downtown Community Barn and was attended by our Member of Parliament, Pamela Goldsmith-Jones, who made the official announcement.

General feedback from the Community was positive. Some of what we heard was questioning whether this funding would be better directed towards recreation, transit or internet connectivity, all hot button issues that the Village is currently working to address. There was also discussion with respect to replacing the roundabout art and/or adding public art within the scope area. While all of these comments are for important and much needed infrastructure, the funding was based on a specific funding application that was created with the funding criteria in mind. There is no ability to alter the project without compromising the funding.

Research	<ul style="list-style-type: none"> • Downtown Enhancement Plan • Frontier Street Master Plan • Gas Tax Funding Applications from 2011, 2012, 2015, 2016 • Community Infrastructure Improvement Fund Application • Whistler Blackcomb Foundation Application for Downtown Community Barn • Downtown Community Barn Final Report to the Whistler Blackcomb Foundation • Public commentary on the Pemberton Community Forum Facebook Page • Public commentary regarding project on the Village's Facebook Page
2. Analysis	
Communication Objectives	<ul style="list-style-type: none"> • To refamiliarize community with the Downtown Enhancement Strategy and Frontier Street Design Master Plan, and related consultation and outcomes • To educate the community on the project benefits • To keep the community informed throughout the project • To inform of project's construction impacts and accessibility limitations
Stakeholders/ Audiences	<ul style="list-style-type: none"> • Downtown Businesses/Stakeholders • Residents adjacent to scope area • Village of Pemberton Residents • SLRD constituents/Pemberton Meadow's residents • Lil'wat Nation and N'Quatqua • Pemberton & District Chamber of Commerce/Visitors Centre • Tourism Pemberton • Pemberton Community Groups
3. Communication	
Key Messages	<ul style="list-style-type: none"> • The Downtown Enhancement Project is informed by the Downtown Enhancement Strategy and the Frontier Street Design Master Plan, both created with community input • The Downtown Enhancement Project will see esthetic improvements such as road rehabilitation, the addition of sidewalks, green infrastructure and street lighting. • The Village is committed to keeping our residents, stakeholders and downtown users informed throughout the process to minimize the project's impact in the lead up to and during construction • The project is funded exclusively through Gas Tax Funding and other reserves
Strategies	<ul style="list-style-type: none"> • Increase awareness of the Downtown Enhancement Strategy and Frontier Street Design Master Plan • Provide easily accessible project updates • Use media to build awareness of project • Create community pride in the Village's downtown core • Leverage support from local agencies to share/communication project information and benefits • Leverage support from community members who participated in the Downtown Community Barn Construction
4. Action	
Project Milestones	

Tactic	Action	Due Date
Media Release		
Website	Create Downtown Enhancement Project section at www.pemberton.ca	DONE Web updates - ongoing
Site Signage	Erect signage with design concept at Downtown Community Barn, with interchangeable messaging to provide project updates/next steps/construction notices	Sign to be installed by June 8th
Public Meetings	Community Information Meeting	June 2018
Information Sheet	Info sheet with project background, project funding, project scope and how to obtain project updates For distribution at stakeholder meetings, information meetings, downtown businesses	June 2018
Downtown Business Info Sheet Distribution	Staff to visit downtown businesses to distribute information regarding project	Fall 2018
Meeting for Impacted Downtown Businesses	Meeting to be held downtown for affected businesses	Spring 2019
Stakeholder Letters	Send letters to Chamber, Tourism Pemberton, SLRD, Lil'wat Nation, and LSTC regarding project and timelines	February 2019/as needed
Social Media	Distribute project updates/information Monitor social media for commentary/misinformation	Ongoing
Roundabout Sign	Roundabout Sign for Public Information Meeting in June 2018	May/June 2018
Posters	Posters to advertise Community Information Meeting	June 1, 2018
Print Advertising	Ads in Pique promoting meetings and directing to website for project info/updates	June 2018 & as needed
Mail Out	Distribute mailout prior to construction start with construction timelines and any potential traffic/accessibility interruptions	February 2019
Electronic Newsletter	Dedicated enews issue dedicated to Project Information with links to DES and FSDMP	June 2018/Ongoing

5. Budget

Estimated Communication Budget: **\$2,005**