



-REGULAR COUNCIL MEETING AGENDA-

Meeting #: 1580
Date: Tuesday, April 25, 2023, 9:00 am
Location: Council Chambers & Zoom Webinar
7400 Prospect Street

"This meeting is being recorded as authorized by the Video Recording & Broadcasting of Open Meetings Policy.

Pages

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

Recommendation:

THAT the agenda be approved as presented.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting No. 1579, Tuesday April 11, 2023

4

Recommendation:

THAT the minutes Regular Council Meeting No. 1579, held Tuesday, April 11, 2023, be adopted as circulated.

4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

5. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

At the Committee of the Whole Meeting No. 242 held Tuesday April 18, 2023 the following recommendations were made for Council's consideration:

5.1 2023 Tax Rates

Recommendation:

THAT staff be directed to prepare a 2023 Tax Rates Bylaw reflecting an 8% tax rate increase for the 2023 fiscal year.

5.2 Sewer and Capital Reserves

Recommendation:

THAT staff be directed to increase the Sewer and Capital reserves to each reflect \$240,000 in the 2023 budget.

5.3 Code of Conduct Bylaw

Recommendation:

THAT staff be directed to draft a Code of Conduct Bylaw that will be reviewed by the Committee of the Whole at a future meeting.

6. COMMITTEE MINUTES - FOR INFORMATION

7. DELEGATION

8. STAFF REPORTS

8.1 Office of the CAO

a. CAO Verbal Report

Recommendation:

THAT the Chief Administrative Officer's verbal report be received.

b.	Office of the CAO 2023 First Quarter Operational Priorities Update	9
	Recommendation: THAT Council receives the Office of the CAO 2023 First Quarter Operational Priorities and Office of the CAO Update for information.	
8.2	Corporate and Legislative Services	
a.	Deputy Corporate Officer Appointment	14
	Recommendation: THAT the Ethan Fredeen be appointed as Deputy Corporate Officer for the Village of Pemberton effective April 25, 2023.	
b.	Corporate & Legislative Services 2023 First Quarter Administration Report	17
	Recommendation: THAT the Corporate & Legislative Services 2023 First Quarter Administration Update be received for information.	
8.3	Development Services	
a.	Development Services 2023 First Quarter Report	24
	Recommendation: THAT the Development Services 2023 First Quarter Report be received for information.	
8.4	Recreation	
a.	Recreation Service 2023 First Quarter Report	31
	Recommendation: THAT Council receive the Recreation Services 2023 First Quarter Report for information.	
8.5	Pemberton Fire Rescue	
a.	Pemberton Fire Rescue 2023 First Quarter Report	37
	Recommendation: THAT the Pemberton Fire Rescue 2023 First Quarter Report be received for information.	
9.	BYLAWS	
10.	MAYOR'S Report	
11.	COUNCILLORS' Reports	
12.	CORRESPONDENCE	
12.1	Correspondence for Action	
a.	Brianne Aldcroft, PSS Principal & Tamsin Tarling PSS PAC Chair, dated April 13, 2023, Request for Student Bus Passes	47
	Recommendation: THAT the correspondence be referred to the Pemberton Transit Partners and to staff for response.	
12.2	Correspondence for Information	
a.	Patrick Weiler, Member of Parliament, dated March 31, 2023, Launch the Housing Accelerator Fun and Webinar Info Sessions	48
b.	Rebecca Barley, Board Chair, School District No. 48, dated April 6, 2023, Speed Enforcement Sign at Signal Hill Elementary	49
13.	DECISION ON LATE BUSINESS	
14.	LATE BUSINESS	
15.	NOTICE OF MOTION	

16. QUESTION PERIOD

17. IN CAMERA

Recommendation:

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (l) Legal Advice related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

18. RISE WITH REPORT

19. ADJOURNMENT OF REGULAR COUNCIL MEETING

Recommendation:

THAT the meeting be adjourned.

VILLAGE OF PEMBERTON
-REGULAR COUNCIL MEETING MINUTES-

Meeting #: 1579
Date: Tuesday, April 11, 2023, 5:30 pm
Location: Council Chambers
7400 Prospect Street

COUNCILLORS: Mayor Mike Richman
Councillor Ted Craddock
Councillor Jennie Helmer
Councillor Katrina Nightingale
Councillor Laura Ramsden

STAFF: Elizabeth Tracy, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Scott McRae, Manager Development Services
Colin Brown, Planner
Ethan Fredeen, Deputy Corporate Officer
Elena Aranguren, Office Coordinator

PUBLIC: 1

MEDIA: 1

A recording of the meeting was made available to the media and public.

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.

At 3:31pm Mayor Richman called the meeting to order.

2. IN CAMERA (3:30PM)

At 3:31pm Council moved in Camera.

THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (c) Employee Relations and (l) Municipal Objectives and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

3. RECESS REGULAR MEETING

At 4:02pm Council rose without report form In Camera and recessed the regular Council meeting.

4. RECONVENE REGULAR MEETING (5:30PM)

At 5:34pm the Regular meeting was reconvened.

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

5. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

6. RISE WITH REPORT FROM IN CAMERA

Council rose without report from the In Camera meeting.

7. ADOPTION OF MINUTES

7.1 Regular Council Meeting No. 1578, Tuesday March 28, 2023

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1578, held Tuesday, March 28, 2023, be adopted as circulated.

CARRIED

8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising from the previous Regular council meeting.

9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

There was no business arising from the previous Committee of the Whole meeting.

10. COMMITTEE MINUTES - FOR INFORMATION

11. DELEGATION

11.1 OCP Engagement 'What We Heard'

a. Melissa Clements, Community Planner, Andrew Cuthbert, Planner, Urban Systems

At 5:35pm Ms. Clements, Community Planner, Urban Systems, joined the meeting electronically.

Ms. Clements provided an overview of the Pemberton Official Community Plan Phase 1 Engagement.

To view the 'What We heard' complete report, please visit haveyoursay.pemberton.ca/ocpreview

Discussion took place regarding the following:

- OCP report and information that will be provided.
- Policy development and level of detail provided in the OCP
- First Nations participation in the OCP
- Lack of diverse demographic representation and how to engage more participation from the community.

Mayor Richman thanked Ms. Clements for her informative presentation.

At 6:29pm Ms. Clements concluded her presentation and left the meeting.

11.2 OCP Engagement 'What we heard' Youth Summary

a. Colin Brown, Planner, Village of Pemberton

Mr. Brown provided an overview of the Official Community Plan youth engagement held at Signal Hill Elementary, École de la Vallée and Pemberton Secondary.

Sayah Desbrisay, Pemberton Secondary School Grade 8 student, presented the ideas and comments put forward on behalf of the Pemberton Secondary students

Mayor Richman thanked Mr. Brown, and Scott McRae, Manager Development Services, for all their work on the community engagement to date, as well as Sayah Desbrisay for her presentation to Council.

12. STAFF REPORTS

12.1 Office of the CAO

a. Verbal Report

CAO Tracy welcomed to the Village Ethan Fredeen, Deputy Corporate Officer.

CAO Tracy provided follow up information respecting community engagement that has taken place related to the bike trail changes on the Hillside, advising that communication between the developer and the PVTa is ongoing with Howler Construction acting as the conduit between the two organizations.

Moved/Seconded

THAT the Chief Administrative Officer's verbal report be received.

CARRIED

13. BYLAWS

14. MAYOR'S Report

Mayor Richman attended and reported on the following meetings and events:

- Speikúmtn Community Forest Open House
- UBCM Housing Summit "Housing BC Together"

15. COUNCILLORS' Reports

Councillor Craddock attended and reported on the following meetings and events:

- Speikúmtn Community Forest Open House
- Pemberton Valley Trails Association Trail Clean up.

Councillor Nightingale attended and reported on the following meetings and events:

- Pemberton Arts Council Round table
- Stewardship Pemberton Action Plan Round Table

- UBCM Housing Summit "Housing BC Together"

Councillor Ramsden attended and reported on the following meetings and events:

- Spelkúmtn Community Forest Open House
- UBCM Housing Summit "Housing BC Together"

16. CORRESPONDENCE

16.1 Correspondence for Action

- a. **Rebecca Beaton, President, Interact Club of Pemberton, received March 31, 2023, requesting support for the Hoop-a-Thon fundraiser**

Moved/Seconded

THAT funding in the amount of \$250, be allocated from the Community Enhancement Fund to Interact Club of Pemberton for the Hoop-a-Thon to be held on May 6, 2023, at the new outdoor basketball court in front of Signal Hill Elementary School.

CARRIED

- b. **Rick King, President, Pemberton Red Devils Alumni Association, received April 5, 2023, requesting funding for the annual fundraiser**

At 7:10pm Mayor Richman declared a conflict of interest pursuant to section 100 (2) (a) and left the meeting.

Councillor Helmer took over the role in her capacity as Acting Mayor and Chaired this portion of the meeting.

Moved/Seconded

THAT funding in the amount of \$250, be allocated from the Community Enhancement Fund to Pemberton Secondary School Red Devils Alumni Association for their annual fundraiser to be held on April 15, 2023, at the Pemberton Secondary Gymnasium.

CARRIED

At 7:12pm Mayor Richman returned to the meeting and resumed Chairing the meeting.

16.2 Correspondence for Information

There was no correspondence for information.

17. DECISION ON LATE BUSINESS

There was no late business.

18. LATE BUSINESS

There was no late business.

19. NOTICE OF MOTION

There was no Notice of Motion presented.

20. QUESTION PERIOD

Niki Vanker, Village of Pemberton

Requested clarification with respect to the Nkwúkwma development project Official Community Plan amendment vs. Official Community Plan review.

21. IN CAMERA, CONTINUED

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (c) Employee Relations and (l) Municipal Objectives and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

At 7:23pm Council moved in Camera.

22. RISE WITH REPORT

At 7:55pm Council rose without report.

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

At 7:56pm the meeting was adjourned.

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

Date: Tuesday, April 25, 2023

To: Council

From: Elizabeth Tracy, Chief Administrative Officer

Subject: Office of the CAO 2023 First Quarter Operational Priorities Update

PURPOSE

The purpose of this report is to provide Council with an update on the Operational Priorities and activities of the Office of the CAO from January 1, 2023, through March 31, 2023 for the first quarter of 2023.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's priorities and Office of the CAO operational priorities and efforts toward continuous improvement.

DISCUSSION & COMMENTS

In first quarter of 2023 the Chief Administrative Officer worked with staff and consultants to begin preparations that will culminate in a four-year strategic plan for the Village. Included in this process will be efforts to advance Council's reconciliation advocacy priority through facilitated discussions on both Truth and Reconciliation and exploration of the process for integrating United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) into Village operations and governance.

As identified within the 2023 budget process, service objectives of the Office of the CAO include:

1. Vision – Deliver strategic priorities, corporate objectives and employee values
2. Organizational Health – Retention and increased organizational stability and development
3. Service – Reliable, responsive, and building relationships
4. Emergency preparedness

Additionally, the following table provides a high-level visual summary of the status of Council's current operational priorities as identified in December of 2022:

In Progress (NOW)		
Project	Milestone	Date
DAYCARE EXPANSION	Working with daycare board to determine current capacity to expand service levels in preparation for agreements	April/May
OFFICIAL COMMUNITY PLAN UPDATE	“What We Heard Report” report delivery to Council	Completed
COMPENSATION STUDY	Proposed changes incorporated into the 2023 operation budget for approval	May
COMMUNITY WILDFIRE RESILIANCY PLAN	Presentation to council	Completed
WATER SYSTEM UPGRADE	Present assessment to new council	May
NEXT		
Project	Milestone	Date
FIRE/MUNICIPAL HALL	Concept presentation to council	May
ORGANIZATIONAL VISION	Work with facilitator to develop approach that captures SWOTS, employee engagement, council, and operational priorities work	Completed
ASSET MANAGEMENT PLAN & POLICY	Presentation to council by consultant	Completed
DAYCARE CONSTRUCTION	Gap funding support	Completed
RETENTION & RECRUTIMENT	Terms of Reference defined	June

Below are details of the tasks/projects undertaken in the first quarter for the Office of the CAO:

Emergency Management:

The following provides first quarter updates for the Emergency Program Coordinator:

- Participated in the Flood Mitigation discussion meeting with neighbouring partners and Provincial representatives to discuss both short- and long-term flood mitigation strategies for the Pemberton Valley.
- In partnership with the Pemberton Valley Dyking District, finalized the Identification and Implementation Plan for Flood Mitigation Measures in the Pemberton Valley.
- Provided input and prepared the Emergency Management budget considerations for the 2023 budget.
- Prepared and submitted the UBCM CEPF Emergency Operations Centre (EOC) and Training grant application for the facilitation of a functional flood exercise and additional EOC equipment.
- Attended and participated in an Accessible Emergency Response Workshop to gain a better understanding of disability and accessibility to be better prepared to support people with disabilities before, during and after emergencies.

Communications and Grants

The following provides first quarter updates for the Communications and Grant Coordinator:

- Developed online form and communications related to the launch of the summer Street Food program.
- Created collateral in collaboration with bylaw to launch the animal licensing and control awareness “Knock and Talk” program.
- Supported recreation in the development of the community engagement plan and survey for the Nature Play Playscape engagement.
- Completed reporting, grant support and agreements for the following grant programs: Federation of Canadian Municipalities (FCM), Whistler Blackcomb Foundation and Infrastructure Canada.
- Created Property Tax flyer template for Finance.
- Created a Communications and Grants Coordinator handoff document in advance of resignation.

Human Resources

The following provides first quarter updates for the HR Coordinator:

- Onboarded:
 1. Fire Captain
 2. Parks Labourer
 3. Parks Labourer (Summer Seasonal)
 4. x2 casual recreation employees
- Supported internal transfer of:
 1. x2 Customer Service Reps (casual to part time permanent)
 2. x1 Program Leader (casual to part time permanent)
- Offboarded:
 1. Development Services Intern
- Ongoing recruitment activity for a Deputy Corporate Officer
- Facilitated session with CAO and Manager of Finance to regrade positions within VOP
- Partnered with WCBC and Manager of Finance to produce new salary ranges
- Sought approval from Council on the implementation of a new pay philosophy for Staff
- Submitted grants for Canada Summer Jobs and CPRA (Canada Parks and Recreation Association) Youth Employment Experience
- Finalized organizational training matrix and helped build a training budget for 2023
- Participated in compensation studies for Bowen Island and Grand Forks
- Launched Spring Staff Survey
- Started to create Terms of Reference for a Village Retention Strategy
- Supporting CAO with development of a strategic planning session with Staff and Council
- Assumed Chair position of the Village Joint Occupational Health and Safety Committee
- Booked Fire Inspections for Municipal Hall, Council Chambers and Public Works
- Coordinated and sought external engagement for 2023 Pitch-in Week events

Executive Assistant

The following provides first quarter updates for the Executive Assistant who is supporting the CAO on several ongoing initiatives and projects in addition to the following:

- Coordinated the working group for the Municipal Hall and Fire Hall conceptual program design nearing project completion.
- Coordinated with multiple provincial representatives to facilitate a meeting with our local partners for Flood Mitigation support within the Pemberton Valley.
- Liaised with Ministry of Transportation and Infrastructure (MOTI) and Ministry of Forests to coordinate the sub-tenure of the Crown Land lease to permit MOTI contractor’s use for lay-down during Lillooet River Bridge rehabilitation.
- Began researching the available avenues for a workshop intended for Council with a purpose of enhancing the understanding of UNDRIP and cultural safety.
- Attended a two-part panel series “Toward Collaborative Governance and Shared Innovation” hosted by the University of the Fraser Valley.
- Monitored the Human Resources mailbox and facilitated follow up during the HR Coordinators vacation time.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours as the activities undertaken by Staff noted above are operational and incorporated into the day-to-day activities of each department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

COMMUNITY CLIMATE ACTION PLAN

Community Climate Action Plan. In this regard, reporting on the status of Strategic Priorities and updating Council on departmental workplans through quarterly reports aligns with Leadership 1.2 as provided below:

Strategy	Action	Comments
LEADERSHIP 1.2 – Building Staff and Financial Capacity for implementation	a. Report on climate action or sustainability implications in relevant reports to Council.	Implemented 08.03.2022

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council receives the Office of the CAO 2023 First Quarter Operational Priorities and Office of the CAO Update for information.

CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer
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Date: Tuesday, April 25, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Deputy Corporate Officer Appointment

PURPOSE

To recommend to Council that Ethan Fredeen be appointed as Deputy Corporate Officer for the Village of Pemberton effective April 25, 2023.

BACKGROUND

Pursuant to Section 146 of the *Community Charter* Council must establish Officer positions in relation to the powers, duties and functions and assign those powers, duties and functions to its officer as established. The Officers must be appointed to the position by resolution in accordance with the Village of Pemberton Officers Bylaw No. 683, 2011. In this regard, the Manager of Corporate & Legislative Services carries out the statutory responsibilities of the Corporate Officer.

In September 2022 the Village's Legislative Assistant resigned and left the employ of the Village. As a result, a review of the Legislative Assistant job description took place, and it was determined it would be appropriate to make some adjustments to the position in general. As such, the position has been changed and is now titled Deputy Corporate Officer. This will allow the person in this position to facilitate the responsibilities of the Corporate Officer in their absence. These responsibilities as set out in section 148 of the *Community Charter* are noted below:

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;

(e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;

(f) keeping the corporate seal, if any, and having it affixed to documents as required.

DISCUSSION & COMMENTS

Ethan Fredeen joined the Village Office on April 11, 2023, and has assumed the new role of Deputy Corporate Officer. As such, to ensure Mr. Fredeen can support the Corporate Officer and fulfill the duties assigned to him through the job description and the legislation an appointment by Council must be made.

COMMUNICATIONS

There is no communications element required at this time.

LEGAL CONSIDERATIONS

The appointment of a Deputy Corporate Officer meets with the intent of s. 148 of the Community Charter.

IMPACT ON BUDGET & STAFFING

There is no impact on the budget for the appointment of the Deputy Corporate Officer.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

COMMUNITY CLIMATE ACTION PLAN

This initiative is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The appointment of the Deputy Corporate Officer for the Village of Pemberton has no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Ethan Fredeen be appointed as Deputy Corporate Officer for the Village of Pemberton effective April 25, 2023.

ATTACHMENTS:

None

Prepared & Submitted by:	Sheena Fraser, Manager Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, April 25, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Corporate & Legislative Services 2023 First Quarter Administration Report

PURPOSE

The purpose of this report is to provide Council with an update on the administrative activities of Corporate & Legislative Services department in the first quarter of 2023, from January 1st to March 31st.

BACKGROUND

Administrative update reports are presented quarterly to inform Council of department activities. This report complements the outstanding resolutions report, also on today's agenda, which presents a status update on resolutions in progress or not yet actioned.

Corporate & Legislative Services Operational Priorities

In December 2022 Council and Staff met to review Village priorities and established a listing of Council and Operational priorities. In this regard, the priorities identified for Corporate & Legislative Services are provided below with updates on the status of each item. As well, the priorities that align with those set by Council are noted in bold.

Project Priority - Current	Timeline	Status	Comments
Airport Lease Renewals <ul style="list-style-type: none"> • Pemberton Soaring Centre (PSC) • Blackcomb Helicopters 	February	Completed Ongoing	Staff are also in the process of completing an agreement for Lot 11 at the airport.
Daycare Agreement (DRAFT)	March	Ongoing	Discussions with the Daycare Board have been initiated. It is anticipated an Agreement will be in place by end of 2 nd Quarter
Deputy Corporate Officer Recruitment	April	Completed	

Project Priority - NEXT	Timeline	Status	Comments
Council Code of Conduct Review	April	Ongoing	
Accessibility Plan			This initiative will be jointly coordinated in partnership with Recreation Services taking the lead.

Other Administrative Activities:

The tables below summarize the administrative activities of the Corporate & Legislative department and include statistics related to specific tasks.

Freedom of Information Requests

The Village received one (1) access to records request in the first quarter.

Business Licences

Business licences are administered by Corporate & Legislative Services, reviewed by Development Services and Pemberton Fire Rescue as required, and issued by the Finance department once approved.

Business operators are sent invoices for business licence fees in December with a reminder that fees are due by January 31st with a penalty of 25% applied to those that are late in submitting their business licence fees. This year staff took a different approach and sent the 2023 business licence invoice and reminder out via email. This proved to be a very successful approach as business operators were quick to respond and most payments were received through our online payment system. As a result, this approach will be used going forward as it also resulted in cost savings due to not having to facilitate a major mailout.

As can be seen in the table below, the number of licensed businesses has grown steadily since 2019.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	Year to Date
399	416	443	508	462			462

Short Term Vacation Rental – Business Licences

Included in the above Business Licence numbers are Short Term Vacation Rental business licences. As noted in 2022 fourth quarter report the Village has been receiving more enquiries and requests for short term vacation rental business licences. This is reflected in the number of those on the waitlist.

In 2018, the Village established a cap on the number of short-term vacation rental business licences it will issue within different neighbourhoods of the Village. This cap is based on 5% of the total number of dwelling units in each neighbourhood. As a result, certain neighborhoods like The Glen, Aspen Fields and The Ridge are capped out and waiting lists are in place. The

number of licences now available in Sunstone Ridge has recently increased due to the expansion of the subdivision with new lots available and more homes being built in this area. As such this area can now accommodate six licences whereas previously it was only one.

The Village has received enquiries as to whether consideration could be given to either removing the 5% cap or increasing the percentage. Council to date has not been prepared to entertain an expansion to the program directing that discussion related to short term vacation rentals take place as part of the Official Community Plan review to garner feedback from the community. Staff expect Council will have sufficient input to reconsider this matter later in the OCP review process.

A breakdown by neighbourhood is provided below:

Neighbourhood	Total Dwelling Units	5% Cap	Number of Licenses issued	Number of Licenses available	Waitlist
Aspen Fields	75	3	3	0	3
Benchlands	152	7	7	0	0
The Glen	118	5	5	0	5
Pemberton Plateau	66	3	3	0	2
The Ridge	44	2	2	0	2
Town Centre	33	1	1	0	1
Sunstone Ridge	120	6	0	6	0
	(Cerulean Drive)				
TOTAL	608	27	21	6	13

Staff monitor the Airbnb site as often as time will permit to ensure all business licence holders have provided the information required (ie: noted their business licence number in their listing) and for those listings not compliant with Village regulations. However, due to staffing shortages in the first quarter, time has not been committed to monitoring to the extent staff would like but this will improve going forward as new staff are onboarded.

If it is determined that a listing is not compliant, staff contacted the property owners to advise of the regulations and request the listing be removed until approvals are given. It should be noted that it is not always possible to identify the property or owner of a listing, and, in those instances, enforcement is difficult to undertake.

An average search of the Airbnb site will indicate there are anywhere from 50 – 200 listings in Pemberton. This is deceiving as these numbers may include properties outside the Village boundaries and as far away as Whistler and D'Arcy. The listings will also include those licenced under a Bed and Breakfast Licence and long-term rentals (ie: a month or longer) that do not require a business licence.

Dog Licences

The table below shows that the number of dog licences issued has grown each year.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	Year to Date
145	157	167	136	162			162

Public Education:

The Village is aware that the number of dog licences issued is still far from the number of dogs residing within the Village. To encourage dog licencing, leashing and good owner behaviours, Bylaw Services, with the support of the Communications and Grant Coordinator, spent the first quarter developing an education program titled: “Knock and Talk”. This program will be a combination of Facebook posts and a personalized ‘knock at the door’ approach, with an aim to educate dog owners on responsible ownership and safe practices. This campaign will cover issues that are prevalent in the community, including off-leash dog concerns, licencing benefits, and overall community safety.

Bylaw Services will also be participating in the upcoming Emergency Preparedness Day activities and will have a basic emergency kit and handouts to help residents with emergency planning for their pets. As well, Bylaw Services is planning to attend the Farmers Market at the Barn twice a month over the summer as a way of connecting with residents and visitors.

Finally, dog licences are available at Whiskers Pet Shop and this year also at The Animal Barn. The intent is to provide other options for purchasing dog tags outside a visit to the Village Office. Village staff are grateful for the support provided by both Whiskers and The Animal Barn.

Film Permit

The Village issued one (1) film permit in the first quarter to a production company facilitating a still photo shoot for Brooks shoes. The photo shoot was for one (1) day and took place at on Airport Road. Staff have been working with two other production companies for permits that will be issued in the 2nd quarter with filming to take place at Big Sky Golf Course, One Mile Lake Park, and the downtown core. These are small productions and will not impact day to day activities in the Village.

Water Use Permits

There were no water use permits issued in the first quarter.

Backyard Hen Keeping Permit

There were no backyard hen permits were issued in the first quarter. There are currently five (5) permits issued.

Bylaw Enforcement Tickets

Bylaw Services is actively patrolling with a focus on areas such as Arbutus and Crabapple and the downtown core where parking challenges continue to be experienced. Overall, there has been improvement, especially in the downtown core but Arbutus and Crabapple continue to be challenging due to the construction which has had impacts on the availability of on-street parking in this area.

Bylaw Services is getting ready for the summer tourist season and has prepared friendly notices regarding regulations related to parking and 72-hour maximum stay on streets and in municipal parking lots. However, it should be noted that there has been a recent increase in the number of campers and vans utilizing the municipal parking lots and parking long term on Village streets. While some vehicles move along after 72 hours, there is concern that some have been abandoned and this will result in action being required to remove the vehicles. Staff are monitoring and will make appropriate arrangements to have the vehicles towed should it be determined they are in fact abandoned.

With winter snow regulations no longer in effect, Bylaw Services looks forward to supporting upcoming community events and collaborating with Village departments to ensure safe community operations. While ticketing has been busy, it is only used when education is not effective.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
332	249	66	44	36				36

Tickets sent to Collection

If a ticket has not been paid following two reminders to do so, the ticket will be referred to the Village's collection agency.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
139	85	16	44	0				0

Customer Service Requests:

The table below shows the number of customer service requests received since 2019:

	2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
Bylaw enforcement complaints and issues	108	129	94	59	8				8
Animal control	24	20	30	20	7				7
General /operational enquiries (up to 2020)	113	124	-	-	-				-
General enquiries			87	70	2				2
Operations			79	120	28				28
Vandalism reports	0	2	4	-	1				1
Total CSRs received	245	275	294	269	46				46

The total number of inquiries and complaints aligns with the same period in past years but the breakdown by issue in 2022 has changed. With the full-time Bylaw Enforcement Officer actively patrolling the Village continues to see an increase in dog related complaints being reported. The number of operations issues continues to increase, reflecting the usual winter complaints and concerns related to snow clearing as well as recent development of housing and recreation facilities that have been added to the scope of work of the Operations department. Finally, general requests for service appear to have stabilized and decreased which could be attributed to residents seeking information through in other ways (ie: website, eNEWS etc.)

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

The activities described in this report form part of the regular activities of Corporate and Legislative Services and are accommodated to the extent possible given the ongoing staffing limitations.

INTERDEPARTMENTAL IMPACT & APPROVAL

No interdepartmental impacts or approvals are required.

COMMUNITY CLIMATE ACTION PLAN

The 2023 first quarter Administration Update report has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Corporate & Legislative Services 2023 First Quarter Administration Update be received for information.

ATTACHMENTS:

None

Submitted by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, April 25, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Scott McRae, Manager of Development Services

Subject: Development Services 2023 First Quarter Report

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services department in the first quarter of 2023.

BACKGROUND

Quarterly reports are provided throughout the year to keep Council up to date with building, planning, and development activities in the community as well as updates on the department's operational priorities and efforts to improve service.

DISCUSSION & COMMENTS

The Service Objectives of the Development Services department are:

1. Effective building permit and development application processing
2. Satisfy policy requirements for sustainable growth and development
3. Enable open access to land use information for all users

These objectives are be used to guide decision making at a departmental level and have informed the department's budgeting for 2023.

BUILDING

In the first quarter of 2023, 12 building permit applications were fully received, and 15 permits were issued. The time between submission of a complete application and issuance of a permit is estimated to be 4 weeks for minor permits and 7 weeks minimum for standard permits depending on the complexity of the project. This information is provided on the Village's website and updated regularly. The table below provides a current summary of permit counts at various stages in the building permit process as of the end of the quarter:

Building Permit Status	Building Permit Count
Applications Received	12
Permits Issued	15
Active Permits as of April 1	117
Provisional Occupancy	11
Permits Closed / Occupancy Issued	14

A breakdown of building permits issued for the first quarter of 2023 is provided below:

Type of Permit	Permits Issued	Value of Construction	Permit Fees
Single Family Dwelling	1	\$ 1,500,000	\$ 11,050
Single Family Dwelling with suite	1	\$ 2,000,000	\$ 14,065
Other (decks, stairs, renovations, pools, plumbing, etc.)	13	\$ 11,200	\$ 2,362
TOTAL	15	\$3,511,200	\$ 28,037

No building related development cost charges were collected in the first quarter of 2023.

The table below shows a comparison of permit submissions, permits issued, and fees and charges collected between the current quarter and the same quarter in the previous year:

Description	Total for 1st Quarter 2023	Total for 1st Quarter 2022	Percent Change
Building Permit Applications	12	48	-75%
Building Permits Issued	15	25	-40%
Building Permit Fees Collected	\$ 28,037	\$ 39,208	-28%
Value of Construction	\$ 3,511,200	\$4,779,679	-26%
DCCs Collected	\$ 0	\$ 2,317	-

Permit volume remains lower in the first quarter of 2023 compared to 2022, in line with recent trends. Building permit numbers in a community the size of Pemberton is highly sensitive to multi-family projects and newly created subdivisions. The main factors affecting permit issuance and application volume are the complexity and completeness of the application, as well as response time of the applicant. The Village has recently directed builders looking to construct archetypal housing on multiple lots to submit one permit only for initial review prior to submission of subsequent similar permits. As such, staff expect increased permit submission numbers in the second quarter.

Development Service staff also handle minor permits and inquiries related to building and development, including formal requests to view property files. In the first quarter, the following activity was recorded in these categories:

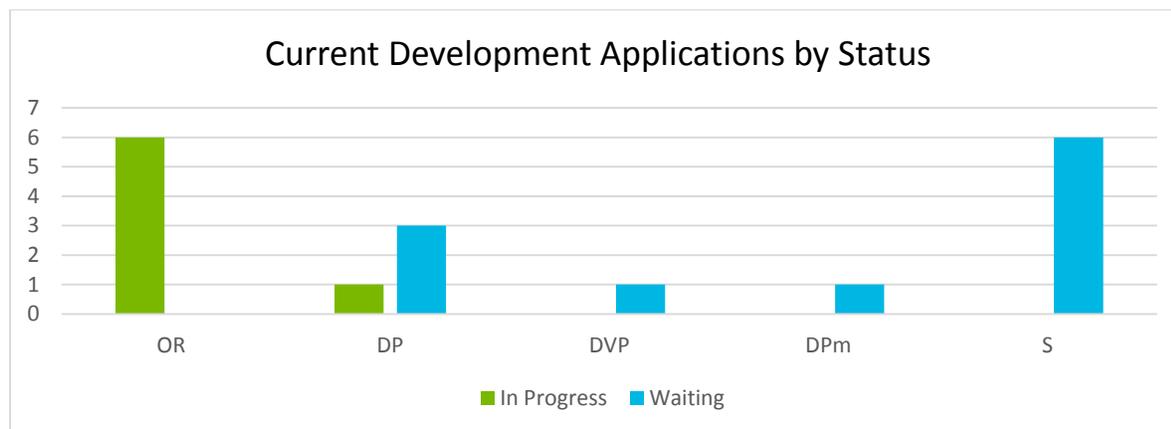
Application Type	Received	Issued
Request to View Property Files	37	N/A
Site Alteration Permits	7	4
Right of Way Use Permits	3	3
Boulevard Maintenance Permits	1	1

PLANNING

Current Development Applications

The following data provides a snapshot of the status of development applications in process at the Village as of the end of the quarter. Applications are classified as either “In Progress” or “Waiting”. “In Progress” means Village staff are actively working on the application. “Waiting” means either Village staff are waiting on the applicant or another external organization to provide information to proceed, or another file must progress sufficiently before the application may proceed.

Application Type	In Progress	Waiting	Total
OR – OCP and Zoning Amendment	6	0	6
DP – Major Development Permit	1	3	4
DVP – Development Variance Permit	0	1	1
DPm – Minor Development Permit	0	1	1
S - Subdivision	0	6	6
TOTAL	7	11	18



The development applications currently in process span a huge range of scale and complexity.

The Nkwúkwma (Benchlands) application is on the high end of both scale and complexity and involves detailed engineering and land-use planning work in the early stages to ensure high quality information is available to decision makers. Other projects, while much smaller in scale, pose unique challenges that must be addressed to ensure success for both the developer and the community at large. The development services team often meets with applicants of projects labelled “Waiting” to answer questions and discuss issues. Staff also make efforts to check in with teams on all projects on a regular basis.

New Development Applications

In the first quarter of 2023, the Village received one new development application in full:

Application Name/Location	Application Description
7421 - 7425 Prospect St (Aster and Prospect)	Zoning Amendment for 45-unit four storey mixed use building

Potential to Appear Next Quarter

Diverse factors affect when a development application is ready to appear before Council or Committee of the Whole. It is often difficult to confirm an item's appearance on an agenda more than three (3) weeks in advance. As applications advance through the process, it is possible to make educated guesses about which might appear on an upcoming agenda, however no certainty can be assured until the agenda package is finalized. The following development applications may appear before Council or Committee of the Whole in the upcoming quarter:

Application Code	Project Name	Description
OR134	Redwoods (Pemberton Farm Road East)	Revised Concept Review
OR133	Nkwúkwma (Benchlands)	Sub Area Plan Review
OR135	Parkside (Pemberton Farm Road East)	Project Introduction
OR136	Harrow Road Project	Housing Agreement Terms Review
OR138	Aster and Prospect	Zoning Amendment for 1 st and 2 nd Reading
DVP131	Liveshare Co-living (Crapapple)	Housing Agreement Terms and reduced variance proposal

DEPARTMENT IMPROVEMENT ACTIVITIES

Development Services Operational Priorities

The following table adapted from previous work across the organization summarizes the Development Services department's ongoing project priorities. It is important to note that the full "Later" list has been truncated for concise presentation. The complete "Later" list is available for review upon request. The format of this tool is still being fine-tuned to incorporate feedback and ensure it is delivering value so Council feedback is welcome.

In Progress (NOW)		
Project	Milestone	Date
Subdivision Development Control Bylaw	Workshop #2	May
Climate Action Direction	Committee of the Whole Session	May
Housing Needs Report	Presentation to Council	June
NEXT		
Project	Milestone	Date
Daycare Project	Complete Building Foundation	July
Subdivision Development Control Bylaw	Industry Consultation	July
OCP Update	Draft Vision, Principles, Goals, Objectives	August
LATER		
OCP Update: Growth Projections Technical Memo		
Soil Deposition Bylaw: First Three Readings		
Tree Protection Bylaw: First Three Readings		
Daycare Project: Commission Building		
Subdivision Development Control Bylaw: First Three Readings		
...		

Development Services Continuous Improvement

The Development Service team has been actively identifying areas for improvement within the team’s responsibilities since late last year. These areas are then investigated, and better approaches are discussed. Small issues are solved internally, but larger challenges require the input and collaboration of other parts of the organization, including Council in some cases. The team intends to maintain this practice and continue making changes that improve delivery of our service objectives. The table below presents a brief list of some of the changes the team pursued so far in 2023, and some planned for the remainder of this year.

DONE
GIS Improvements
Development Application Forms Update
DOING
Site Alteration Permit Process Replacement
NEXT
Professional Design Review Panel

Process documentation
Building Bylaw Updates and Bulletins
...

COMMUNICATIONS

The Development Services department updates the website regularly and works with the Communications & Grants Coordinator and Corporate & Legislative Services to regularly update information related to planning and building and to meet statutory requirements related to notification.

The online public engagement platform, [HaveYourSay.Pemberton.ca](https://www.haveyoursay.pemberton.ca), is used to share information and seek input on long range planning projects. Several projects are currently on display including Phase 1 of the OCP project, Nkwúkwna (Benchlands), and The Daycare Expansion Project.

Development Services provides an active listing of all building permits and development permits on the Village website and recently introduced a new format where each major project has their own page that may be accessed by a QR code on Development Notification signage.

The Building Team aims to issue a tri-monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village. These are posted at <https://www.pemberton.ca/departments/building-services/builders-enews>.

LEGAL CONSIDERATIONS

There are no legal considerations.

IMPACT ON BUDGET & STAFFING

Development Services operates on a cost recovery basis as per Development Procedures Bylaw No. 887, 2020. Application fees are collected with development and building permit applications. If the cost of review of a development application exceeds the deposit, additional staff time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Department works closely with other departments through referrals and coordination of public hearings, reports, and presentations to Council.

COMMUNITY CLIMATE ACTION PLAN

Community Climate Action Plan – Implementation

The following table summarizes lead the implementation of the Community Climate Action Plan (CCAP) to the end of the current quarter:

Status of Action	Number of Actions
Implemented	5
Prioritized	21
Future	61

Village staff have limited capacity to accelerate implementation of the Community Climate Action Plan. Staff intend to seek Council direction on climate action implementation in the first half of 2023.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Development Services 2023 First Quarter Report be received for information.

ATTACHMENTS:

NONE

Prepared by:	Nikki Segovia, Building and Planning Clerk
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, April 25, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Christine Burns, Manager of Recreation Services

Subject: Recreation Service 2023 First Quarter Report

PURPOSE

The purpose of this report is to provide the Council with an update on the First Quarter activities of the Pemberton and District Recreation Services Department.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping the Council up to date with Recreation Service projects and activities.

DISCUSSION & COMMENTS

This report provides an overview of First Quarter activities undertaken by the Recreation Services Department from January 1 to March 31, 2023.

First quarter of 2023 was the first since 2020 without Public Health Orders governing Recreation operations.

Recreation Operational Priorities

Recreation 2023 Priorities		
1. Update Park Use Permits and Special Events Bylaws	Completed	February 2023
2. Community Partnership Development	In Process	3 rd Quarter
3. Customer Service Strategy	Next	4 th Quarter

Winter Programming

1. Children's Programs:

The early years programming continued with the addition of Family Open Gym and Tot Soccer. As well all school aged programming remained popular and waitlists significant. As a result, staff monitored and were able to add spaces when possible.

2. Fitness Programs

There was considerable growth in fitness programming in the first quarter over attendance in 2022.

Adult Fitness Program	January– March 2022 (# of classes)	# of registrants	January – March 2023 (# of classes)	# of registrants
Value Added	108	594	144	1563
Registered	72	167	96	373
Total	180	761	240	1936

3. Senior's Programming

There was an increase in seniors programming and staff were pleased to see the number of attendees growing. This is indicative of seniors feeling more confident in participating in group activities in public spaces as the concerns over COVID-19 relax. Staff are really excited to be welcoming this demographic back to the community centre.

Programs (average participant use)	January - March 2022	January - March 2023
Low impact strength and cardio	7 (online)	5 (in-person)
Gentle Stretch and Balance	6 (online)	5 (combo)
Men's Shed	8	6
Pemberton Stitchers	-	15
Coffee Break	-	10
Movement Matters	-	12
Social Matters	-	12

As well several special events for the seniors were offered this quarter all of which all were well attended.

Special Events	Attendance
Waffle Breakfast and Short Film	23
Service Canada & CRA presentation	15
Painting Workshop	8
International Women's Day Tea	14
Carpet Bowling	4

4. Youth Programming

Youth participation at The REC for 2023 remained consistent with first quarter attendance in 2022. Staff coordinated several special events all of which were well received.

The REC (average participant use)	January – March 2022	January – March 2023

Thursday	7	6
Friday	17	12
Saturday	5	6

Special Events	Attendance
Free Food Fridays	Avg 7
Laser Tag in the Library	21
Ice Cream Sundaes	6
Cookie Decorating	3
Escape Room Whistler	7
Prom Giveaway	8
Pan Smores	5

5. Adult Drop-In Sports

Adult drop-in sports at the PDCC included pickleball and badminton as well as soccer and basketball at Pemberton Secondary School. Unfortunately, volleyball was not re-introduced due to space allocation for programming, events, and other user bookings of the Great Hall.

Adult Drop-In Sports	# of Sessions	# of hours	Total Participants
Pickleball	10	30	104
Badminton	12	33	64
Basketball	10	20	52
Soccer	10	10	77

Fitness Centre Use

Between January 1 and March 31, 2023, there were a total of 10,816 unique fitness centre scans, this is an increase of 4,567 visits to the fitness center from the same time in 2022.

Below is a breakdown of memberships sold in the first quarter of 2023 in comparison to first quarter 2022, it is important to recall that first quarter 2022 public health orders were still in effect due to the pandemic.

Recreation Services is pleased to advise that membership sales have increased significantly across all membership options for first quarter 2023.

Pass Types	January – March 2022	January – March 2023
1 Month Adult	95	202
1 Month Senior	7	5
1 Month Student	18	42
10x Shower	11	4
10x Adult	164	318
10x Senior	27	44
10x Student	39	54

Pass Types	January – March 2022	January – March 2023
10x Pass External Trainer	0	3
10x Family Open Gym	0	51
3 Month Adult	43	63
3 Month Senior	1	4
3 Month Student	15	19
6 Month Adult	10	13
6 Month Senior	1	1
6 Month Student	0	5
1 Year Adult	5	7
1 Year Senior	0	1
1 Year Student	0	0
Total	436	836

Facility Use

1. Indoor

The chart below shows the rentals of indoor spaces at Pemberton and District Community Centre (PDCC). It is important to note that this does not account for programming hours scheduled in the different spaces or the lease agreement with School District No. 93 that provides exclusive use of Room A and school hour use of the Studio next to Room A.

Facility – Pemberton and District Community Centre	Facility Agreements/Park Use Permits (PUPs)	# of Sessions	Hours of Use
Studio	8	86	387
Kitchen	5	5	22.5
Room B	21	76	235.5
Room D	15	61	140
Great Hall (C)	11	85	577.5
Great Hall (B)	15	74	493
Great Hall (A)	15	102	513.25
Youth Centre	25	81	282
Totals	115	570	2,650.75

2. Outdoor

Use of outdoor spaces in first quarter is weather dependent, as a result it is common to see a significant decrease in use during this time.

Facility	Facility Agreements/Park Use Permits (PUPs)	# of Sessions	Hours of Use
Community Lawn	0	0	0
Meadows Field	0	0	0
Signal Hill	0	0	0
Den Duyf Park	0	0	0

Gates Lake Park	0	0	0
The Barn	2	4	16
One Mile Lake Park	0	0	0
Pioneer Park	0	0	0
Lot 12 (BMX and Skatepark)	0	0	0
Totals	2	4	16

As per the operational priorities set in December 2022, staff focused energy on updating the Village of Pemberton Special Events Bylaw No. 940, 2023 and amending the Village of Pemberton Fees and Charges Bylaw No. 905, 2021 to include fees for parks and open spaces. The Bylaws were adopted on March 14, 2023.

Facility Maintenance

Facility maintenance this quarter focused on preventative maintenance for PDCC, ensuring contracts are established for the year where required, and to manage all things facility and recreation amenity to achieve optimum efficiencies with operations. The Facility Maintenance Coordinator prepared grant applications for funding through the BC Hydro Re-greening grant, to upgrade the green space around the community centre, which was approved.

In December 2022 the Village received a request from Girl Guide of Canada to support the annual Guiding Lights Across BC Celebration in February. Council supported the request and Recreation Services arranged to lite up a tree in blue in support of Girl Guides of Canada and Thinking Day for February 22, 2023.

Recreation Projects

Recreation Services is overseeing two important community projects as follows:

1. Basketball Court

The installation of the posts and nets was completed. The next step is to facilitate the surface installation. This work will be completed at the end of June and after school is out for the year. The installation will result in the court being unavailable for use for approximately 7 days depending on the weather.

2. Library Accessibility

In coordination with the Pemberton and District Library, planning continues for the installation of an accessible ramp on south facing entrance of facility.

Staff Development

- All Recreation Staff participating in Homelessness training.com
- Facility Maintenance Coordinator – registered in Design Operation and Maintenance of Building Systems Part 1 towards the facility management certificate through BOMI.
- Customer Service Coordinator – registered for the British Columbia Recreation and Parks Association (BCRPA) Conference May 3-5, 2023 in Vancouver
- Facility Booking Coordinator – Every Child Matters-4 season of reconciliation through the Columbia Basin Environmental Education Network.

- Fitness Programmer – completing her Wilderness First Aid.

COMMUNICATIONS

Recreation Services coordinates with the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the Village eNEWS, Facebook and other social network mediums and meets communications standards for the Village of Pemberton.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1772-2022 as was approved by the Squamish Lillooet Regional District (SLRD) Board of Directors meeting on June 29, 2022.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service Department works with all Village Departments. There are no interdepartmental impacts or approvals required.

COMMUNITY CLIMATE ACTION PLAN

This matter has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The budget for Recreation in Pemberton is jointly supported by the Village and SLRD Electoral Area C. Decisions related to recreation lay with the Pemberton Valley Utilities and Services Committee, on which the Village and SLRD Area C Elected Officials sit. As such, it is recommended that PVUS be presented similar information reports following reporting to Village of Pemberton Council.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council receive the Recreation Services 2023 First Quarter Report for information.

Prepared by:	Christine Burns, Manager of Recreation Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, April 25, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Cameron Adams, Fire Chief

Subject: Pemberton Fire Rescue - 2023 First Quarter Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the First quarter of 2023.

BACKGROUND

The Village of Pemberton Fire Rescue (PFR) is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Fire Service Agreement.

Pemberton Fire Rescue also provides Road Rescue Service to the entire SLRD Electoral Area C covering 5,570 square kilometers pursuant to SLRD Pemberton Fire Rescue Contribution Service Conversion and Establishment Bylaw No. 715-2001.

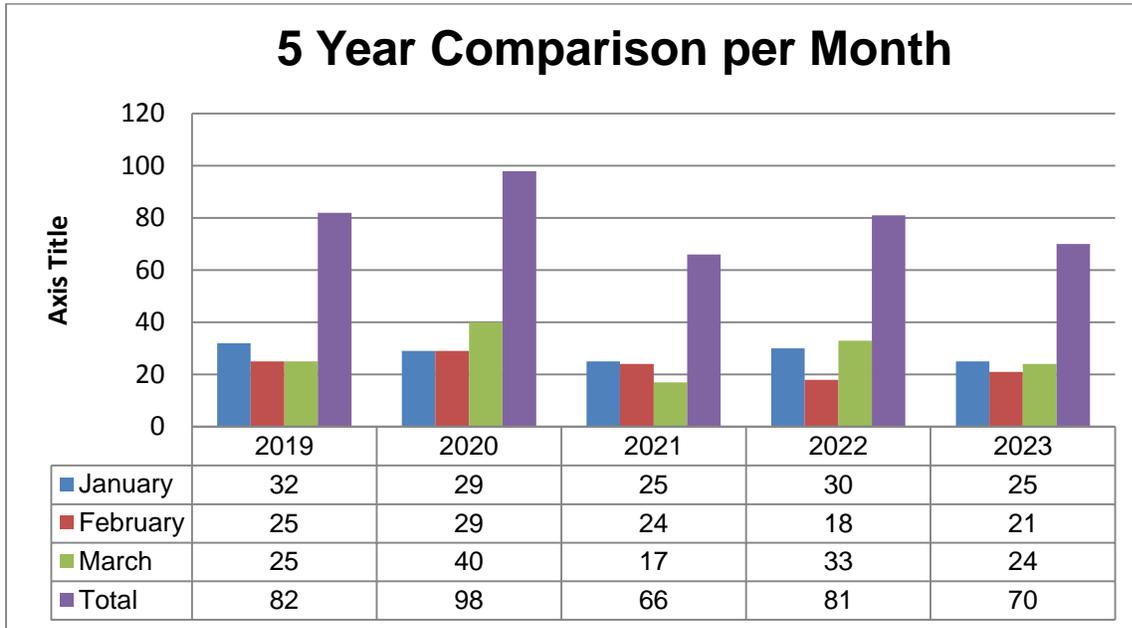
Fire Service is provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

Incidents:

For the first quarter, Pemberton Fire Rescue responded to 70 incidents. In comparison to the 2022 first quarter, call volumes are down.

A comparison chart by quarter over the last five (5) years is shown below.



In the table below, the highlighted green squares indicate number of incidents greater than number of days in a month.

	2019	2020	2021	2022	2023
January	32	29	25	30	25
February	25	29	24	18	21
March	25	40	17	33	24
April	33	25	27	23	
May	55	24	35	24	
June	60	16	33	25	
July	47	36	29	41	
August	33	36	50	34	
September	49	32	33	34	
October	26	32	28	27	
November	36	24	26	26	
December	38	25	39	40	
Totals	459	348	366	355	70

Number of Incidents per day for 2023 Year

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
1	0	0	1	0	0	0	0	0	0	0	0	0	1
2	0	1	3	0	0	0	0	0	0	0	0	0	4
3	0	0	1	0	0	0	0	0	0	0	0	0	1
4	0	0	1	0	0	0	0	0	0	0	0	0	1
5	2	2	1	0	0	0	0	0	0	0	0	0	5
6	3	0	0	0	0	0	0	0	0	0	0	0	3
7	1	1	0	0	0	0	0	0	0	0	0	0	2
8	1	1	0	0	0	0	0	0	0	0	0	0	2
9	0	0	1	0	0	0	0	0	0	0	0	0	1
10	2	1	1	0	0	0	0	0	0	0	0	0	4
11	0	0	0	0	0	0	0	0	0	0	0	0	0
12	1	0	1	0	0	0	0	0	0	0	0	0	2
13	1	1	1	0	0	0	0	0	0	0	0	0	3
14	0	1	0	0	0	0	0	0	0	0	0	0	1
15	0	0	1	0	0	0	0	0	0	0	0	0	1
16	0	2	0	0	0	0	0	0	0	0	0	0	2
17	1	0	1	0	0	0	0	0	0	0	0	0	2
18	1	1	0	0	0	0	0	0	0	0	0	0	2
19	1	1	1	0	0	0	0	0	0	0	0	0	3
20	1	0	2	0	0	0	0	0	0	0	0	0	3
21	1	0	0	0	0	0	0	0	0	0	0	0	1
22	0	0	1	0	0	0	0	0	0	0	0	0	1
23	1	2	0	0	0	0	0	0	0	0	0	0	3
24	2	1	1	0	0	0	0	0	0	0	0	0	4
25	2	1	0	0	0	0	0	0	0	0	0	0	3
26	0	2	1	0	0	0	0	0	0	0	0	0	3
27	1	1	1	0	0	0	0	0	0	0	0	0	3
28	0	2	1	0	0	0	0	0	0	0	0	0	3
29	0	0	1	0	0	0	0	0	0	0	0	0	1
30	2	0	0	0	0	0	0	0	0	0	0	0	2
31	1	0	2	0	0	0	0	0	0	0	0	0	2

Totals	25	21	24	0	0	0	0	0	0	0	0	0	70
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Days Month	31	28	31	30	31	30	31	31	30	31	30	31
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Colour Coding	1		2		3		4		5 - 10		11 +	
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Below is a breakdown of the average number of firefighters attending incidents and the average number of those attending response types. This information is helpful to highlight the challenges Pemberton Fire Rescue encounters due to being a small department and because many firefighters hold fulltime jobs outside the community their ability to attend daytime calls is often limited. That said, Pemberton Fire Rescue is pleased to show how our member numbers have grown especially since 2019.

Average number of firefighters attending Incidents since 2019.

Year	2019	2020	2021	2022	2023
Total # Incidents	459	348	366	355	70
Average # responders	4.48	6.72	7.01	6.49	6.81
Total Members Per Year	25	31	35	37	38
Percentage of members responded	19%	22%	20%	18%	19%

The chart below shows the average number of firefighters that attended each response type over a 5-year period compared to the minimum personnel requirements set out in the NFPA Standards. The NFPA Standards set out the number of members required to do each job.

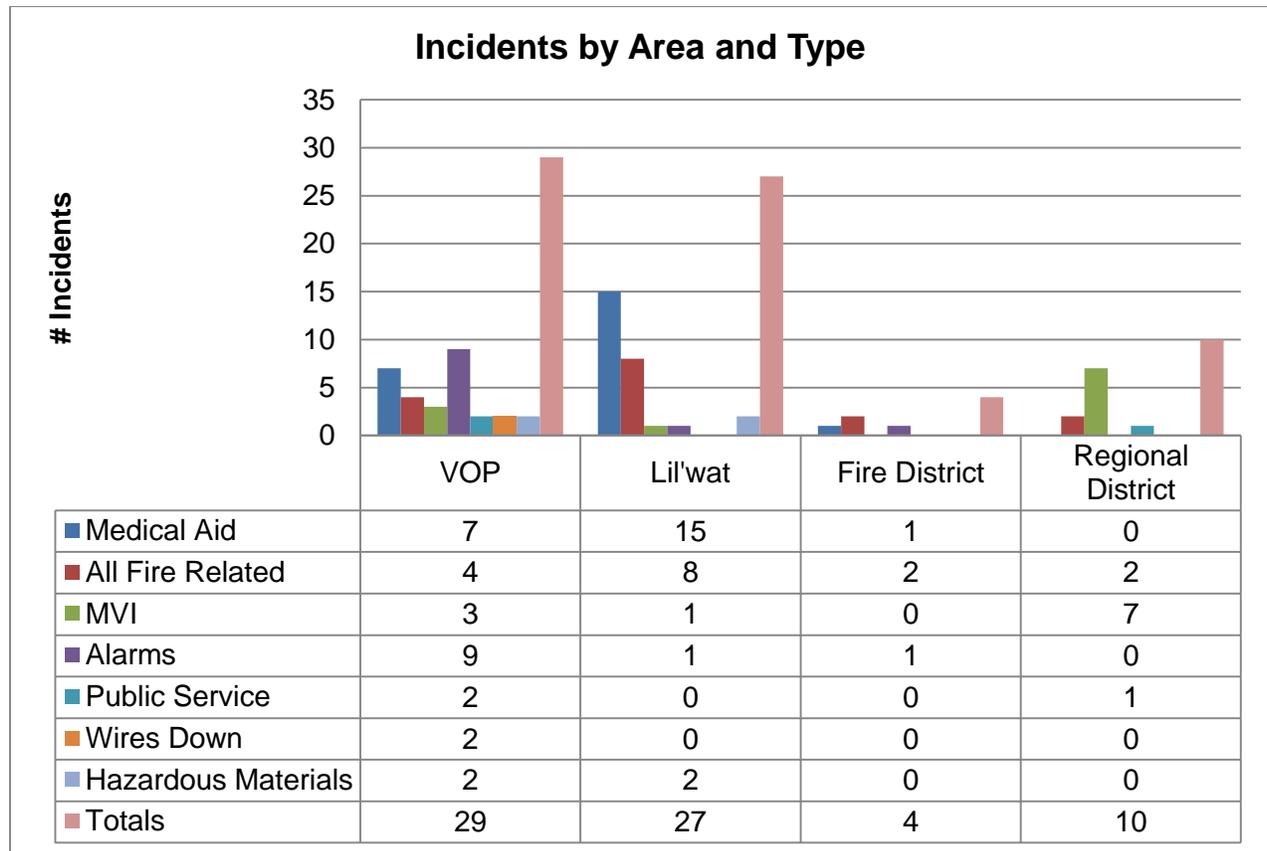
	Minimum Personnel Requirements	2019	2020	2021	2022	2023
Medical Aid	4	4.13	5.64	5.83	6.49	5.09
Motor Vehicle Accident	8	5.59	7.08	7.32	8.51	8.45
Alarms	*16	5.07	5.35	6.63	6.11	6.64
Wires Down	8	5.93	7.33	7.00	4.60	5.50
Burn Complaint	8	2.75	7.67	6.70	8.25	4.33
Chimney Fire	16	7.67	9.00	9.08	10.75	10.33
Smoke Sighting	8	5.87	7.64	10.50	8.40	NA
Structure Fire	16	7.86	11.58	10.67	15.25	NA
Vehicle Fire	8	5.70	8.83	13.00	9.25	8.00
Wildland Fire	16	6.00	7.20	8.67	6.50	NA
Grass Fire	16	6.53	7.90	10.36	12.40	12.00

*Only one truck with crew would be sent; however remaining crew would be on standby at hall until confirmed.

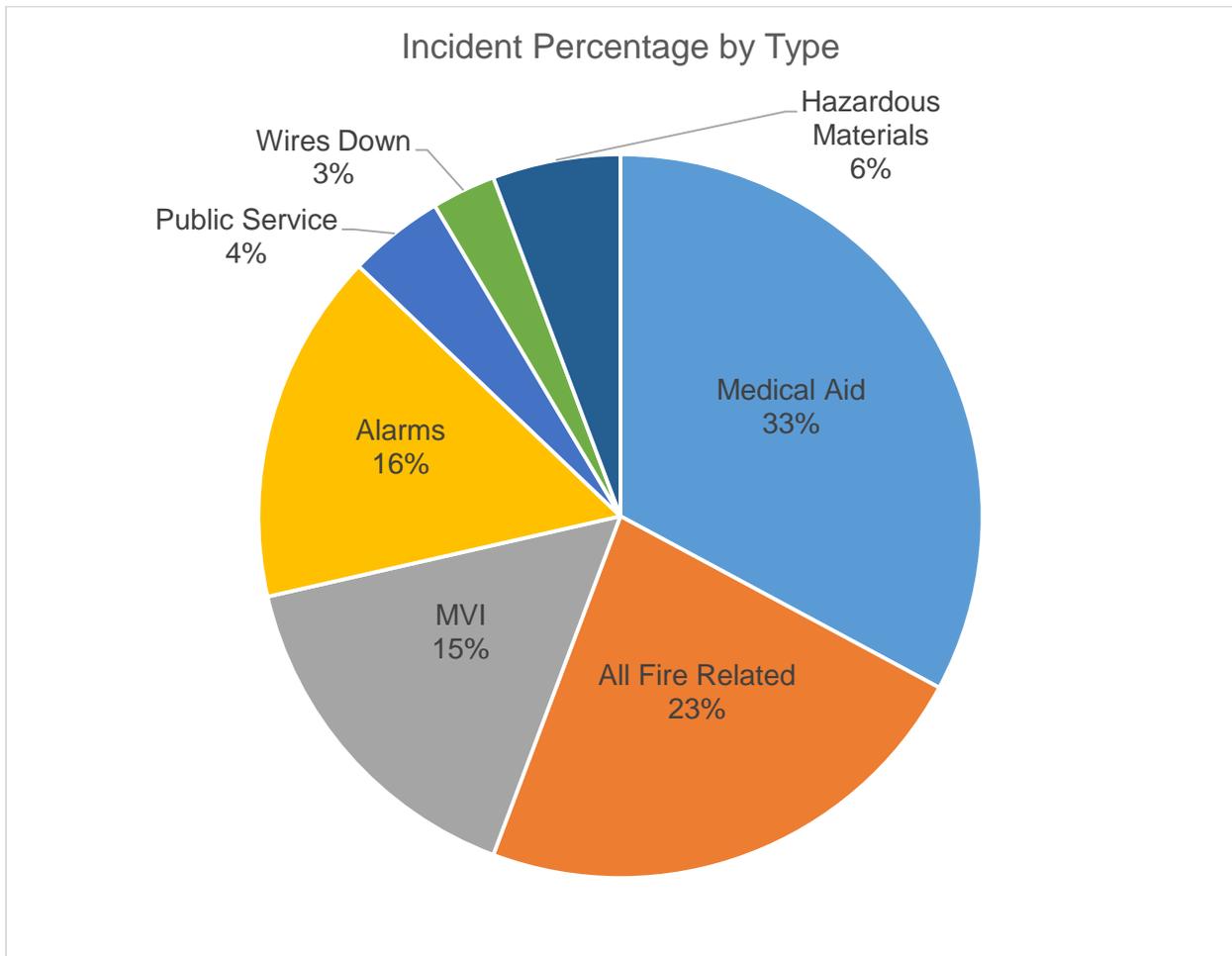
Incidents by Area and Type:

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to several different types of incidents and locations as identified in the service agreements with the SLRD and Lil'wat Nation.

The chart and table below show the Incidents by area and type:



Below is a pie chart that summarizes the number of callouts per type of incident attended year to date (YTD).

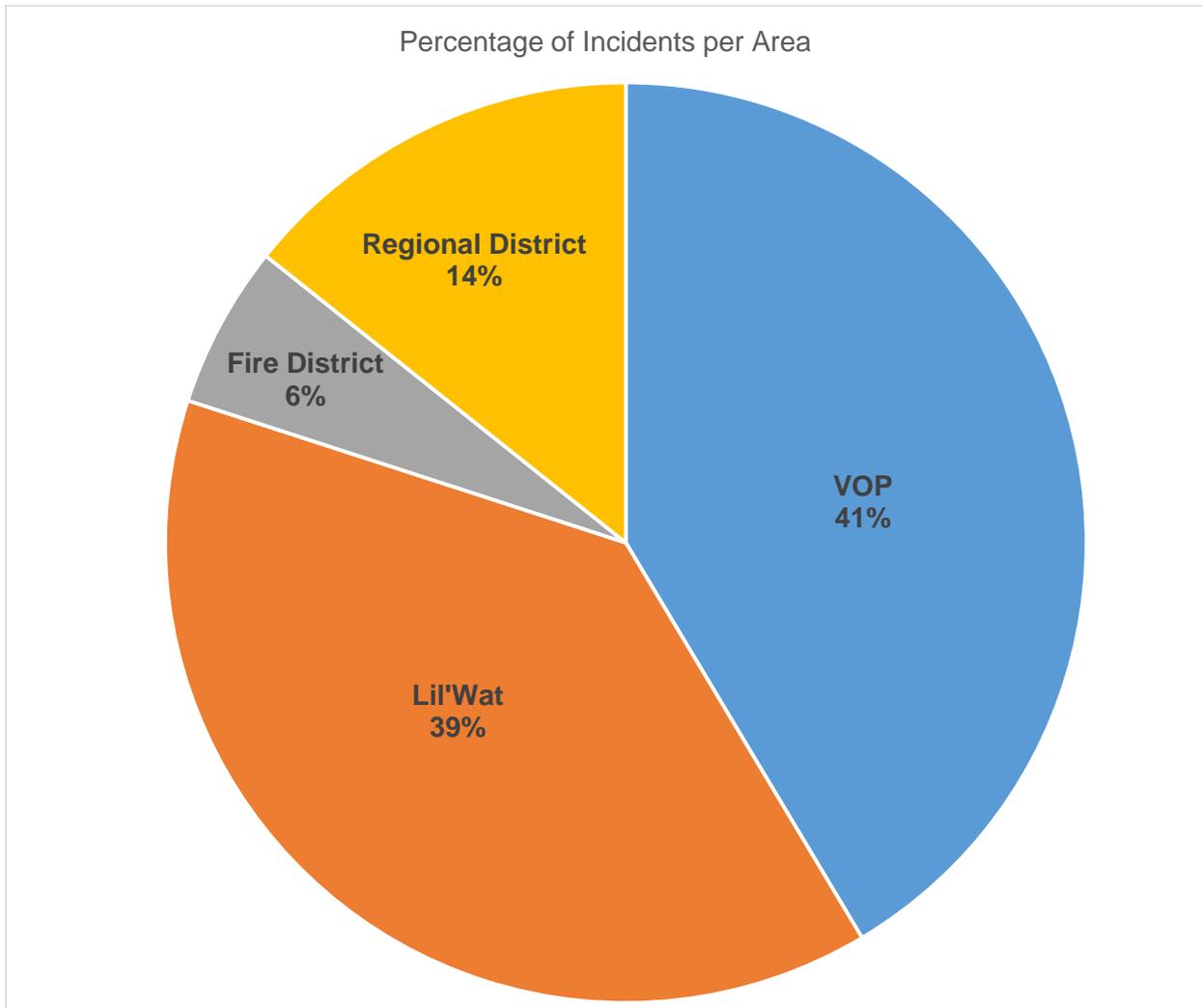


Incidents by Area:

The breakdown of the incident reports is categorized into the following regions:

- Village of Pemberton Boundaries
- Lil'wat Nation
- Fire District Service Areas; and
- Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries)

The chart below shows the percentage breakdown of Incidents by area year to date (YTD):



Membership:

At the end of the first quarter, membership stands at 38 and is comprised of three (3) full-time members and 25 volunteers (paid on-call) members and 10 recruits. The membership is complemented with one (1) full-time administrative assistant and two (2) term FireSmart staff (coordinator and laborer).

Josh Livermore joined PFR as the new full-time Captain on January 16, 2023.

Training:

Members train on a weekly basis, to ensure compliance with the Office of the Fire Commissioner, WorkSafeBC, and Department training requirements.

Pemberton Fire Rescue held two additional wildfire training sessions in the first quarter, Wildland Firefighter (WFF), WFF-1, was instructed by our two, in-house, British Columbia Wildfire Service (BCWS) certified instructors. PFR also held a structure protection program (SPP) course lead by British Columbia Wildfire Service which certified 12 members in SPP-115 bringing the departments total to 36 members trained and certified in WFF-1 and SPP-115.

First Quarter Commitments:

Commitment Type	Total Number	Total Staff Hours
Training	17	1506.00
Public Events	0	0
Meetings	3	4.50
Incidents	70	557.68

Fire Prevention, Inspections & Public Events:

During the first quarter, the following fire prevention, inspections, education, and public service initiatives were completed and attended by Pemberton Fire Rescue members:

- five (5) new business application reviews and fire inspections

Capital Projects

Nothing to report for the first quarter.

FireSmart

The Pemberton FireSmart team is now three quarters through the 2022 FireSmart Community Resilience Infrastructure (CRI) Grant which will conclude July 31st, 2023.

Listed below are First Quarter CRI485 FireSmart Program Highlights.

- The application for 2023/24 FireSmart Community Resilience Infrastructure (CRI) Grant funding was completed and submitted. This application includes funding to continue the two (2) FireSmart employee positions, the extensive public education program, neighbourhood assessments and recognition programs. New for this funding stream is the allocation for extra funding for a structure protection unit for which an application for funding has been made. .

FireSmart Neighborhood Activities:

- The Neighborhood Recognition programs continues and both The Bluffs and Tiyata will be seeking to maintain their FireSmart Canada status based on the volunteer work the community members in these areas are doing to reduce their areas wildfire risk.

- The FireSmart team has been working with Creekside, Mountain trails, Chelsea Place and Cottonwood Court Neighborhoods to lower their wildfire risk so they too will be officially recognized as FireSmart communities.

Other Activities:

- Working with BC FireSmart, Bear Smart and the Sea to Sky Invasive plant Council, the FireSmart team has compiled an updated Village of Pemberton recommended Plant list and landscaping guide. This guide will give residents and developers a great outline of plants that not only will thrive in the Pemberton climate but be FireSmart, bear safe and not include any invasive species. The updated list will be presented to council for approval in the second quarter.
- The FireSmart and Pemberton Fire rescue teams met with VOP Development Services to look at way we can implement FireSmart building and developing guidelines into the OCP.
- The team completed another 56 mitigation labor hours at Village of Pemberton Critical infrastructure sites, the water reservoir, RCMP station, public works building and medical clinic.

Home assessments at the Wildfire Mitigation Specialist level continue to take place and the team is looking forward to working with individual property owners as a means of educating them on what they can do to protect their properties and homes.

COMMUNICATIONS

Review of the Pemberton Fire Rescue 2023 First Quarter Report does not require a communications element.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals for considerations at this time.

COMMUNITY CLIMATE ACTION PLAN

The Pemberton Fire Rescue 2023 First Quarter Report has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area are a benefit to the community, the Squamish-Lillooet Regional District and Lil'wat Nation.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Pemberton Fire Rescue 2023 First Quarter Report be received for information.

Submitted by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Cameron Adams, Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

From: Pemberton Secondary School (PSS) in partnership with PSS Parent Advisory Committee (PAC)

To: Village of Pemberton/Transit

13 April 2023

To whom it may concern,

We wrote to you in February 2022 regarding bus passes for Pemberton Secondary School (PSS) students. We are aware that all high school students who attend a secondary school in Whistler are eligible for a free bus pass and this bus pass includes the Pemberton/Whistler commuter bus.

Again, we would like to make a request that the same bus pass be applied to PSS students. We understand that the Whistler Secondary School bus pass is subsidized by the Resort Municipality of Whistler (RMOW) and we are requesting the VOP consider a similar subsidized system for our students.

Our students would significantly benefit from a bus pass as it would allow them to travel to Whistler independently at no cost or a reduced cost. A bus pass would provide PSS students with educational and life skill opportunities including independence, jobs, activities (both physical, artistic and intellectual) that are available in Whistler but not in Pemberton.

The Village of Pemberton has declared a state of emergency regarding climate change and launched the Community Climate Action Plan which is focused primarily on reduction of GHG emissions. We know that one of the "Big Moves" is to "shift beyond the car"; to encourage active and accessible transportation and transit in an effort to meet the goal of 50% reduction in emissions by 2030. Utilizing buses is the first step on the path to reducing excessive vehicles on the roads and thus fulfilling the reduction in these emissions. A bus pass for PSS students would significantly increase the use of the bus service, thereby reducing emissions and justifying the need of transit between Whistler and Pemberton.

Last year a number of PSS students "marched" to the VOP office last year to discuss their concerns about climate change with the Mayor. The number one solution that this group of students raised in response to their own passionate feelings about climate action was to support transit between Pemberton and Whistler. PSS students would be empowered to feel their voices had been heard and see that the Village of Pemberton is dedicated to responding to climate action.

You should be receiving a letter of support for this request from our school district trustees.

We sincerely thank you for considering this request and look forward to hearing from you further.

Best,

Brianne Aldcroft (PSS Principal) and Tamsin Tarling (PSS PAC Chair)



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

March 31, 2023

Dear Friends & Neighbours,

Right now, in cities across the country, it is too hard to build the housing we need, particularly affordable housing. Housing policies are often barriers to producing results and many Canadians – from young families, to seniors, to newcomers – are finding it harder to find an affordable place to call home. It is clear that we need to accelerate change so the system works for all Canadians.

That is why earlier this month, **the Government of Canada launched the Housing Accelerator Fund, a \$4 billion initiative that will provide funding for local governments to fast track the creation of 100,000 new homes across Canada.** Local governments are now invited to develop innovative action plans, in line with the flexible criteria, to remove barriers to building more homes, faster.

The Fund will help cities, towns, and Indigenous governments unlock new housing supply by speeding up development and approval, like fixing out-of-date permitting systems, introducing zoning reforms to build more apartments, or incentivizing development close to public transit. Local governments are encouraged to think big and be innovative in their approaches. That can entail accelerating project timelines, allowing increased housing density, encouraging affordable housing units, and more.

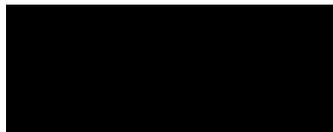
CMHC is hosting information sessions for local governments that are interested to learn more about the Housing Accelerator Fund. Please find the webinar details and links to register below:

- [April 6, 2023 at 10:00am PDT](#)
- [April 13, 2023 at 10:00am PDT](#)

More information on these sessions and the Fund can be found here: [Housing Accelerator Fund | CMHC \(cmhc-schl.gc.ca\)](#)

If you have any questions, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

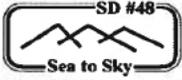
Sincerely,



Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

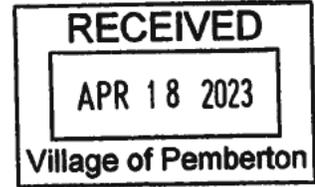
Constituency *Ottawa*

6367 Bruce Street West Vancouver British Columbia V7W 2G5 Tel.: 604-913-2660 Fax.: 604-913-2664	Suite 282, Confederation Building 229 Wellington Street, Ottawa Ontario K1A 0A6 Tel.: 613-947-4617 Fax.: 613-847-4620
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April 6, 2023

Honourable Rob Fleming
Ministry of Transportation and Infrastructure
PO Box 9850 Stn Prov Govt
Victoria, BC
V8W 9T5



Re: Speed Enforcement Sign at Signal Hill Elementary

Dear Minister,

The safety of our students, caregivers, school staff, and community members is of utmost concern for School District 48. At our last Committee of the Whole meeting, it was brought to the Board's attention that there is a concern in the Pemberton Community regarding speeding in school zones. Signal Hill Elementary's School Parent Advisory Council (PAC) recently wrote to the School Board expressing their support for installing digital school zone signage to reduce speeding near schools.

In Pemberton, Portage Road is the only road in and out of town. A few years ago, crosswalk lights were installed at the two crossings at either end of the road to assist kids in getting across safely. Unfortunately, speeding continues to be an issue on that road. The current signs are small and make little to no difference.

The Board is requesting that the Ministry of Transportation and Infrastructure install larger, more noticeable, digitized speed signs to clearly outline the school zone. These signs would make a positive difference in keeping kids safe while crossing and walking along the side of the road.

Thank you for your attention on this important matter.

Sincerely,



Rebecca Barley ✓
Board Chair
School District No. 48 (Sea to Sky)

cc: Village of Pemberton
RCMP
ICBC

OPEN QUESTION PERIOD POLICY

THAT the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920
Held November 2, 1999*

*Amended by Council at Meeting No. 1405
Held September 15, 2015*