



**-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Meeting #: 252  
Date: Tuesday, December 5, 2023, 1:00 pm  
Location: Council Chambers & Zoom Webinar  
7400 Prospect Street

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

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**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. **ADOPTION OF AGENDA**  
**Recommendation:**  
THAT the Agenda be adopted as presented.
3. **APPROVAL OF MINUTES**
  - 3.1 **Committee of the Whole No. 251, Tuesday, November 21, 2023** 2  
**Recommendation:**  
THAT the minutes of the Committee of the Whole No. 251, held on Tuesday November 21, 2023, be adopted as circulated.
  - 3.2 **Committee of the Whole Meeting No. 252, Tuesday, November 28, 2023** 5  
**Recommendation:**  
THAT the minutes of the Committee of the Whole Meeting No. 252, held on November 28, 2023, be adopted as circulated.
4. **DELEGATIONS**
5. **REPORTS**
  - 5.1 **Accessibility and Inclusion Plan** 7  
**Recommendation:**  
THAT the Committee of the Whole receive this report as information.
6. **ADJOURNMENT**  
**Recommendation:**  
THAT the Committee of Whole meeting be adjourned.

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

Meeting #: 251  
 Date: Tuesday, November 21, 2023, 1:00 pm  
 Location: Council Chambers & Zoom Webinar  
 7400 Prospect Street

COUNCIL: Mayor Mike Richman  
 Councillor Ted Craddock  
 Councillor Katrina Nightingale  
 Councillor Laura Ramsden

ELECTRONIC ATTENDANCE: Councillor Jennie Helmer

STAFF: Elizabeth Tracy, Chief Administrative Officer  
 Ethan Fredeen, Acting Manager of Corporate & Legislative Services  
 Elena Aranguren, Office Coordinator  
 Scott McRae, Manager of Development Services\*  
 Sarah Toews, Emergency Coordinator\*  
 Colin Brown, Planner II\*  
 Cameron Chalmers, Consultant\*

PUBLIC: 4

MEDIA: 1

*\*Denotes partial attendance.*

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

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**1. CALL TO ORDER**

At 1:02pm Mayor Richman called the November 21, 2023 Committee of Whole meeting to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the Agenda be approved as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

### 3.1 Committee of the Whole Meeting No. 249, Tuesday, October 24, 2023

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 249, held Tuesday, October 24, 2023, be adopted as circulated.

**CARRIED**

### 3.2 Committee of the Whole Meeting No. 250, Tuesday, October 31, 2023

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 250, held Tuesday, October 31, 2023, be adopted as circulated.

**CARRIED**

## 4. DELEGATIONS

## 5. REPORTS

### 5.1 Village of Pemberton Climate Action 2023 Update

At 1:03pm, Scott McRae, Manager of Development Services, presented the Village of Pemberton 2023 Climate Action Update.

Mr. McRae informed that the Community Climate Action Plan (CCAP) is a territorial plan to mitigate community emissions. The plan contains an inventory of current emissions, goals for reductions and strategies and actions for achieving goals.

Mr. McRae highlighted that the CCAP is in line with the Village's Strategic Plan, which prioritizes community emergency preparedness and environmental protection.

Discussion took place regarding the following:

- Village of Pemberton emissions
- Climate Action Plan Coordinator future position
- Early response system for flooding
- Fleet vehicle replacement
- Future EV Chargers stations

Moved/Seconded

**THAT** the Climate Action 2023 Update report be received for Information.

**CARRIED**

### 5.2 Hillside Neighbourhood Plan (HNP) Introduction

At 4:29pm, Cameron Chalmers, Consultant Planner, introduced the Hillside Neighbourhood Plan (HNP).

Mr. Chalmers presented the following three substantial development applications either under application or imminent in the Hillside (Sunstone/Ridge/Plateau) area of the community:

- Parkside (7362 Pemberton Farm Road East): Application for 34 residential lots and 1 commercial lot;
- Redwoods (7374 Pemberton Farm Road East): Application for 134 Townhouse Units. Amended application received in response to initial CoW review; and
- Sunstone Phase 4: (Sun God Mountain Way Extension): Application for 245 units, predominantly in townhouses and large single detached forms.

Discussion took place regarding the following:

- Collaboration with Lil'wat Nation;
- Impacts on Agricultural Land Reserve;
- Commercial spaces vs residential;
- Housing Needs Assessment;
- Housing diversity;
- Impacts regarding the new legislation to support local housing initiatives;
- Downtown development and its relation with future development;
- Open spaces and trails;
- Residential densification;
- Affordable housing;
- Commercial capacity;
- Sustainability and energy efficiency;
- Transportation and mobility; and
- Development permit areas.

Moved/Seconded

**THAT** the Committee of the Whole recommends to Council that the application for rezoning at 7326 Pemberton Farm Road East Continue through the application process and that bylaws be brought forward to Council for consideration at a future date as determined by staff.

**CARRIED**

## 6. **ADJOURNMENT**

At 3:32pm, the Committee of the Whole meeting was adjourned.

Moved/Seconded

**THAT** the Committee of Whole meeting be adjourned.

**CARRIED**

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Mike Richman, Mayor

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Elizabeth Tracy, Corporate Officer

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

Meeting #: 252  
 Date: Tuesday, November 28, 2023, 9:00 am  
 Location: Council Chambers & Zoom Webinar  
 7400 Prospect Street

COUNCIL: Mayor Mike Richman  
 Councillor Ted Craddock  
 Councillor Katrina Nightingale  
 Councillor Laura Ramsden

ABSENT: Councillor Jennie Helmer

STAFF: Elizabeth Tracy, Chief Administrative Officer  
 Ethan Fredeen, Acting Manager of Corporate & Legislative  
 Services  
 Scott McRae, Manager of Development Services  
 Colin Brown, Planner II

PUBLIC: 2

MEDIA: 1

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

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**1. CALL TO ORDER**

At 9:04am Mayor Richman called the November 28, 2023 Committee of Whole meeting to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as presented.  
**CARRIED**

**3. ADOPTION OF MINUTES**

**4. DELEGATIONS**

**5. REPORTS**

**5.1 Affordable Housing Discussion**

CAO Tracy informed Council that this discussion was requested following the Mayor's report during the November 21, 2023 Regular Council Meeting where a letter from the Minister of Housing was received outlining the new housing legislation that was recently brought forward.

Mr. McRae, the Manager of Development Services noted that there was four pieces of legislation that addressed:

- Short Term Vacation Rentals;
- Single Family Zoned Properties;
- Single Family Neighborhoods; and
- Community Amenity Contributions.

Council thanked staff for attending the meeting and discussed the following:

- 5,000 is the population that triggers a large portion of what is contained in the legislation;
- Concern over lack of developable land when the Village reaches a population of 5,000;
- Downtown to be a focus of densification;
- Concern over loss of green spaces due to densification of single family neighborhoods;
- Are current development applications considering incorporating the new legislation into their plans;
- How will strata based properties be impacted;
- Expressed interest in opting into the short term vacation rental legislation;
- Sending out a message to the community of where the Village is going with this legislation;
- Will densification equate to affordability to the community;
- Downtown properties that could be rezoned to a different zone;
- Lot sizes and concerns over densification;
- What the process looks like to opt in to legislation that does not currently impact the community; and
- How can the Village quantify the changes to space with the new legislation.

Staff noted the questions and areas of expressed interest in terms of the new legislation and staff indicated they would report back in the new year regarding the legislation as further information continues to come available.

## 6. **ADJOURNMENT**

At 10:55am the Committee of the Whole meeting was adjourned.

Moved/Seconded

**THAT** the Committee of Whole meeting be adjourned.

**CARRIED**

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Mike Richman, Mayor

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Elizabeth Tracy, Corporate Officer

**Date:** Tuesday, December 5, 2023  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Christine Burns, Manager of Recreation Services  
**Subject:** Accessibility and Inclusion Plan

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## **PURPOSE**

The purpose of this report is to update the Committee of the Whole on the progress of the Accessibility and Inclusion Plan for the “Village of Pemberton” and “Pemberton and District Library”.

## **BACKGROUND**

With an aim to support people with disabilities to participate meaningfully in their communities, the Province introduced accessibility legislation through the *Accessible British Columbia Act* (the “Act”) which was enacted on June 17, 2021.

The purpose of the *Act* is to establish a framework for specified organizations to work with people with disabilities and the broader community to identify, remove and prevent barriers to accessibility. The Act’s definition of a barrier is, “*anything that hinders the full and equal participation in society of a person with an impairment.*” The Act states that “*barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies and affected by intersecting forms of discrimination.*”

Effective September 1, 2022, public sector organizations are required to establish an accessibility committee, an accessibility plan, and a process by which they will receive feedback on their accessibility. The types of organizations subject to the new accessibility requirements under the *Act* include:

- School districts, schools and other educational institutions
- Municipalities and municipal departments
- Health Authorities
- Other public-sector organizations

Municipalities are part of the first phase required to comply with the establishment of an Accessibility Plan. Initially the intent was that plans were to be in place by September 1, 2023; however, understanding the development of a plan will take time a grace period of one to two years has been provided.

## **DISCUSSION & COMMENTS**

The Committee may recall that at the priority planning session held in December 2022 staff noted the new legislation, the requirements the Village must meet, and the timelines set by the legislation. At that time, it was uncertain as to which department it would be appropriate to have spearhead this initiative, but consideration was given to this as a component of developing the 2023 department workplans.

In this regard, it was determined that facilitating the development of a plan would be best suited to be undertaken by Recreation Services given the department focus is to provide services that impact and/or are used by the largest and broadest groups in the community. It was also deemed to be appropriate to partner with the Pemberton and District Public Library based on common use space, resources and the ability of both organizations to draw on members of their user groups to participate on a committee. Staff reached out to the Library Director who was very excited about the opportunity to work together on this important project.

### Accessibility Committee

The first step was to establish an Accessibility Committee, which is a requirement of the legislation, that would participate in the process to develop the plan and provide advice and guidance on an ongoing basis. The Act does not set out the number of people required to participate on a Committee, but it does establish that the composition include more than half its members be either person with disabilities, those that work in disability-serving organizations and ideally one member of Indigenous heritage.

In late summer a call out to the Pemberton community occurred for individuals interested in participating on an Accessibility and Inclusion Committee. Staff was pleasantly surprised at the overall interest and 10 people, who represent different facets of the community including seniors, mobility challenged, hearing impairment, neuro diverse, young family and Indigenous joined the Committee. The inaugural meeting occurred on November 1, 2023, with 7 of 10 members attending.

The Committee was provided an overview of the legislation and reviewed a sample plan which will be used to support the development of the Village's plan. The Committee also participated in a prioritization matrix exercise to help brainstorm ways the Village and Library currently services its customer/clients/user groups through the lens of a person with disability across all states of interaction with each organization. The Committee considered elements such as pre-engagement, travel/transportation, arrival, services/opportunities, amenities, polices/practices. The group also established a parking lot of ideas for consideration throughout the plan development process.

### Accessibility Plan

The Committee is at the very beginning of the process of developing the plan. Staff will be working to prepare a draft plan based on feedback received from the Committee to date and research of other plans as it is likely that many of the challenges faced by our community members are like those living in other communities. There is no requirement that the plan have either an internal focus or external focus, but the goal is to put in place a plan that meets the needs of our community that will be fluid enough to adjust to changing community dynamics over time.

### Feedback Tool

As noted above, a requirement is to put in place a way for the community at large to provide feedback on accessibility to ensure an organization can be responsive to community needs. The Village has established an Accessibility page on the Village [website](#) where community members can provide feedback. As development of the plan proceeds draft versions will be available for review and feedback. The webpage will also provide updates on when and how members of the public can engage and any other information that will be important or inform this process.

### COMMUNICATIONS

This project has required consultation with the Communications Coordinator to create space on the Village website for an Accessibility page and to assist in sharing committee recruitment information. There are no further communications considerations at this time.

### LEGAL CONSIDERATIONS

The [Accessible BC Act](#) received royal assent on June 17, 2021, followed by the [Accessible British Columbia Regulation](#) on September 1, 2022.

### IMPACT ON BUDGET & STAFFING

At this time impacts to budget and staffing have been absorbed within staff's operational time. Future requirements for budget and staff will be dependent on requests through the budgetary process.

### INTERDEPARTMENTAL IMPACT & APPROVAL

Should support from another department be required as planning progresses, Recreation Services will consult with the manager of that department to determine impact and request approval.

### COMMUNITY CLIMATE ACTION PLAN

This project is not applicable to the CCAP strategies.

### IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Our neighbouring jurisdictions such as Electoral Area C, Pemberton Valley Dyking District, Lílwat, Sea to Sky School District 48 are all required to meet the Act requirements, as such collaboration has occurred and will continue as plans are established.

### ALTERNATIVE OPTIONS

There are no alternative options for consideration.

### RECOMMENDATIONS

**THAT** the Committee of the Whole receive this report as information.

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

Committee of the Whole