



Meeting #: 1590
 Date: Tuesday, November 21, 2023, 5:30 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.

Pages

1. **CALL TO ORDER (10:30am)**
 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. **IN CAMERA**
Recommendation:
 THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (k) Negotiations 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**
4. **RECONVENE REGULAR MEETING (5:30pm)**
 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**
Recommendation:
 THAT the agenda be approved as presented.
6. **RISE WITH REPORT FROM IN CAMERA**
7. **ADOPTION OF MINUTES**
 - 7.1 **Regular Council Meeting No. 1589, Tuesday October 31, 2023** 5
Recommendation:
 THAT the minutes of Regular Council Meeting No. 1589, held Tuesday, October 31, 2023, be adopted as circulated.
8. **BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**
9. **BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**
10. **COMMITTEE MINUTES - FOR INFORMATION**
11. **DELEGATION**
 - 11.1 **David Rossellat, Resident, Presentation on Addressing Air Pollution in Pemberton** 12
12. **STAFF REPORTS**
 - 12.1 **Office of the CAO**
 - 12.1.a **Verbal Report**
 - 12.1.a.a **Visitor Information Centre Sani-Dump** 19
 - 12.1.b **UBCM Community to Community Forum Grant Application** 21
Recommendation:
 THAT Council support an application to UBCM's Community to Community Grant program for funding, in an amount up \$10,000, for the development of a new Protocol Agreement with the Lil'wat Nation.

12.1.c	Council Remuneration - SOFI Data 2022	23
	Recommendation: THAT this report be received for information.	
12.2	Corporate and Legislative Services	
12.2.a	Spelkúmtn Community Forest Spending Policy	40
	Recommendation: THAT the Spelkúmtn Community Forest Spending Policy be adopted as presented.	
12.2.b	2024 Council Meeting Schedule	45
	Recommendation: THAT Council approve the revised 2024 Council Schedule as presented.	
12.2.c	2024 Council Appointments	54
	Recommendation: THAT Council provide direction with respect to the 2024 Acting Mayor Schedule;	
	AND THAT Council review the 2023 Committee Appointment Listing, advise and make appointments for 2024 as required by resolution for the following:	
	<ul style="list-style-type: none"> • Parcel Tax Review Panel • Emergency Planning & Operations Committee • Cemetery Committee • Squamish-Lillooet Regional District Board • Pemberton Valley Utilities & Services Committee • Pemberton Lillooet Treaty Advisory (PLTAC) • Sea to Sky Hospital District Board • Pemberton & District Library Board • Municipal Insurance Association of BC (MIABC) 	
	AND THAT Council provide direction with respect to the liaison to other entities.	
12.3	Development Services	
12.3.a	Sea to Sky Community Services - Harrow Road Affordable Housing Project - Fee waiver	63
	Recommendation: THAT Council provide direction.	
12.4	Finance	
12.5	Operations	
12.6	Recreation	
12.7	Pemberton Fire Rescue	

12.7.a	Triple Combination Pumper Truck Contract Award	73
	Recommendation: Recommendation One: THAT Council award the contract for the purchase of one Triple Combination Pumper Truck, in the amount of \$776,140 (exclusive of taxes), to Fort Garry Fire Trucks in accordance with their proposal submission.	
	Recommendation Two: THAT Council direct staff to prepare a loan authorization bylaw, for an amount not to exceed \$853,754, and facilitate the required financial borrowing process.	
12.7.b	Live Fire Training Centre Grant Application	86
	Recommendation: THAT Council supports the application to the Fire Chiefs Association of British Columbia in partnership with the Office of the Fire Commissioner for grant funding, in an amount up to \$340,000 to build a live fire training facility at the Pemberton Fire Rescue training grounds.	
13.	BYLAWS	
14.	MAYOR'S Report	
14.1	New legislation to support local government housing initiatives	90
15.	COUNCILLORS' Reports	
16.	CORRESPONDENCE	
16.1	Correspondence for Action	
16.1.a	Marilou Carswell, Pemberton BC, dated October 29, 2023, concerning the definition of "Natural Gas"	94
	Recommendation: THAT staff be directed to respond to Ms. Carswell advising that the Village has no references to 'natural gas' on its website;	
	AND THAT in the event the Village is addressing issues related to 'natural gas' it will be referred to as 'fossil gas' in recognition of its impact on climate change.	
16.1.b	David Mackenzie, Managing Director, Pemberton Valley Lodge, dated October 30, 2023, supporting the new rules regarding B.C.'s Short-Term Rental Accommodations Act	95
	Recommendation: THAT the correspondence be received and referred to staff for response.	
16.2	Correspondence for Information	
16.2.a	Mitzi Dean, Minister of Children and Family Development, dated October 31, 2023, recognizing November as Adoption Awareness Month	97
16.2.b	Heather Hachigian, Assistant Professor, Royal Roads University, dated November 2, 2023, offering a speaker series on Ownership Matters: Building Community Wealth	99
16.2.c	Debbie Theilmann, Surrey, BC, dated November 6, 2023, concerning the BCNDP and new Police Act	100
	Recommendation: THAT council receives the correspondence for information.	
17.	DECISION ON LATE BUSINESS	
18.	LATE BUSINESS	
19.	NOTICE OF MOTION	

20. QUESTION PERIOD

21. IN CAMERA, CONTINUED

Recommendation:

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (k) Negotiations 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.

22. RISE WITH REPORT

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

Recommendation:

THAT the meeting be adjourned.

VILLAGE OF PEMBERTON
-REGULAR COUNCIL MEETING MINUTES-

Meeting #: 1589
Date: Tuesday, October 31, 2023, 9:00 am
Location: Council Chambers
7400 Prospect Street

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

REGRETS: Councillor Jennie Helmer

STAFF: Elizabeth Tracy, Chief Administrative Officer
Ethan Fredeen, Deputy Corporate Officer
Scott McRae, Management Development Services*
Nikki Segovia, Building & Planning Clerk*
Thomas Sikora, Manager of Finance*
Elena Aranguren, Office Coordinator

PUBLIC: 3

MEDIA: 0

**Denotes Partial Attendance*
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 9:00 am Mayor Richman called the meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. IN CAMERA (9:00am)

At 9:03am Council Moved to In Camera.

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (e) disposition of lands 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

4. RISE WITH REPORT FROM IN CAMERA

4.1 8.1 Pemberton and District Museum and Archive Society

Moved/Seconded

THAT staff be directed to facilitate the notification the intention to assist and the disposition of lands.

CARRIED

Moved/Seconded

THAT the Mayor and Chief Administrative Officer be authorized to execute the lease agreement renewal between the Village of Pemberton and the Pemberton & District Museum & Archive Society following the notification period.

CARRIED

5. ADOPTION OF MINUTES

5.1 Regular Council Meeting No. 1588, Tuesday October 17, 2023

Moved/Seconded

THAT the minutes from the Regular Council meeting No. 1588, held on October 17, 2023, be adopted as circulated.

CARRIED

6. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising.

7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

There was no business arising.

8. COMMITTEE MINUTES - FOR INFORMATION

9. DELEGATION

10. STAFF REPORTS

10.1 Office of the CAO

a. Chief Administrative Officer Verbal Report

CAO Tracy did not report.

b. 2023 - 2026 Village of Pemberton Strategic Plan

Chief Administrative Officer Tracy presented the 2023-2026 Village of Pemberton Strategic Plan.

CAO Tracy explained the purpose of the Strategic Plan, which includes:

- Guides decision-making
- Sets direction for the organization and promotes clarity
- Validates services and project goals by ensuring alignment with a vision and priorities
- Creates a common language that speaks to why we are doing what we are doing
- Provides a framework for accountability
- Defines what success looks like
- Prioritizes limited resources

CAO Tracy presented the following objectives of the Strategic Plan:

- Vision Statement
- Council Guiding Values
- Staff Team Agreements
- Strategic Priorities

CAO Tracy outlined the following steps for the Strategic Plan:

- Community Engagement
- Implementation Internally
- Budget 2024

Moved/Seconded

THAT the CAO's report be received;

AND THAT the 2023-26 Village of Pemberton Strategic Plan be endorsed and approved.

CARRIED

10.2 Corporate and Legislative Services

a. Village of Pemberton 2024 Council Calendar

Moved/Seconded

THAT Council receive the report for the 2024 Council Meeting Schedule;

AND THAT staff be directed to revise the schedule to include an additional Regular Council Meeting in the fall for the 2024 Council Meeting Schedule.

CARRIED

10.3 Development Services

a. Notice on Title - 2045 Tiyata Boulevard

Moved/Seconded

THAT the Corporate Officer be directed to file a Notice in the Land Title Office stating that:

- a. A resolution relating to the land has been made under *Section 57* of the Community Charter; and
- b. Further information respecting the resolution maybe inspected at the Village of Pemberton Municipal Hall.

CARRIED

10.4 Finance

a. 2022 Statement of Financial Information

Moved/Seconded

THAT the 2022 Statement of Financial Information be approved for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

CARRIED

10.5 Operations

10.6 Recreation

10.7 Pemberton Fire Rescue

11. BYLAWS

11.1 Zoning Amendment (Comprehensive Development Zone 7 - Prospect Apartments) Bylaw No. 948, 2023

THAT Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, be given Third Reading.

11.2 Village of Pemberton Building Bylaw No. 912, 2021, Amendment (950 Housekeeping) Bylaw No. 950, 2023

THAT Village of Pemberton Building Bylaw No. 912, 2021, Amendment (950 Housekeeping) Bylaw No. 950, 2023 be adopted.

11.3 Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Construction Activities) Bylaw No. 951, 2023

THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Construction Activities) Bylaw No. 951, 2023 be adopted.

11.4 Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023

THAT Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023 be adopted.

11.5 Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services - Harrow Road Affordable Housing Project) Bylaw No. 953, 2023

Moved/Seconded

THAT the Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services - Harrow Road Affordable Housing Project) Bylaw No. 953, 2023 be adopted.

CARRIED

12. MAYOR'S Report

Mayor Richman reported on the following meetings:

- Squamish Lillooet Regional District Board (SLRD)

13. COUNCILLORS' Reports

Councillor Craddock attended and reported on the following meetings:

- Tourism Pemberton (Liaison)
- Pemberton Valley Dyking District (Liaison)

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

- Spelkúmntn Community Forest Interim Board
- Signal Hill Pit Cook

Councillor Ramsden attended and reported on the following meetings:

- Regional Economic Development Collaborative

14. CORRESPONDENCE

14.1 Correspondence for Action

There was no correspondence for action.

14.2 Correspondence for Information

- Anna Warwick Sears, Executive Director, Okanagan Basin Water Board, dated October 18, 2023, requesting immediate action to prevent introduction of invasive mussels into B.C.**
- Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 20, 2023, regarding call for proposals under the Youth Employment Skills Strategy**
- Brenda Locke, Mayor, Surrey, British Columbia, dated October 20, 2023, concerning proposed changes to the Police Act.**
- Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 20, 2023, regarding call for proposals under the Enabling Accessibility Fund's**
- Fire Underwriters Survey, received October 23, 2023, petitioning support of Bill C-310's amendments to Income Tax Act**

Moved/Seconded

THAT the Correspondence Information 15.2 (a) through (e) be received for information.

CARRIED

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

17. NOTICE OF MOTION

18. QUESTION PERIOD

19. RECESS COUNCIL MEETING

At 11:20am the Regular Meeting was recessed.

20. RECONVENE REGULAR MEETING

At 1:55pm the Regular Meeting was reconvened and Council moved back In Camera.

21. IN CAMERA, CONTINUED

At 1:56pm Council moved in camera.

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (e) disposition of lands 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

22. RISE WITH REPORT

At 1:56pm Council rose with report from the In Camera Meeting No.1589, held earlier today:

Roaming Horses:

Moved/Seconded

THAT staff be directed to draft a roaming livestock policy to be presented at a future Committee of the Whole Meeting.

AND THAT staff be directed to draft a letter on behalf of Mayor & Council to Chief & Council of Lílwat Nation expressing safety concerns over roaming horses and a willingness to work together to manage the issue.

CARRIED

23. ADJOURNMENT OF REGULAR COUNCIL MEETING

At 2:24pm the meeting was adjourned.

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

Mike Richman, Mayor

Elizabeth Tracy, Chief Administrative Officer

DRAFT

Addressing Air Pollution in Pemberton

November 21, 2023
David Rossellat

Agenda

1. Introduction
2. Correspondence Follow-Up
3. Anecdotal Evidence
4. Email Exchange with School Principal
5. Ensuring Public Safety

Introduction

Purpose of the presentation: To address the issue of air pollution in Pemberton and discuss recent developments.

Follow up to council correspondence of July 27th, anecdotal evidence, an email exchange with the School Principal, and questions to the council.

Correspondence Follow-Up (July 27th)

Received Council Letter Regarding Lack of measures to Protect Public during Poor Air Quality.

1. Air Quality Monitoring in place with PurpleAir.
2. Extreme Weather Response Plan.

Anecdotal Evidence

3:13 5G 61%

Pemberton Air Q...
iqair.com

IQAir

City World > Canada > British Columbia > Pemberton

Air quality in Pemberton

Air quality index (AQI) and PM2.5 air pollution in Pemberton

Last update at 15:00, May 18

43 people follow this city

US AQI **138**

Unhealthy For Sensitive Groups

OVERVIEW

What is the current air quality in Pemberton?

Air pollution level Air quality

Use app

12:37 72%

IQAir

Pemberton
British Columbia, Canada

Pemberton AQI Alert nearby

Spotlight
Pemberton has "Unhealthy" air quality. S...

182 Unhealthy
US AQI PM2.5 115.5 µg/m³

26° 7.2 km/h 21%

Last update 12:00 p.m.

3 Stations operated by
3 anonymous contributors

Alerts Notifications Share 782

Email Exchange with School Principal on May 17th 2023

Email Exchange with School Principal of L'Ecole de la Vallée Diane Payette

“Nos directives concernant la qualité de l'air et les protocoles pour les écoles viennent de Vancouver Coastal Health. Nous n'avons rien reçu pour aujourd'hui.”

English:

“Our air quality guidelines and protocols for schools come from Vancouver Coastal Health. We have not received anything for today.”

Questions to the council

Why is The Coastal Health authorities not informing the public when air quality is unhealthy.

Pregnant Women, kids, seniors, people with COPD are at risk when AQI is above 100. Everyone is at risk when AQI is above 150.

From: Natalie Langmann <nlangmann@pembertonchamber.com>

Sent: Wednesday, November 8, 2023 8:51 AM

To: ngilmore@slrd.bc.ca; Elizabeth Tracy <etracy@pemberton.ca>

Cc: Russell Mack <[REDACTED]>; Mike Richman <mrichman@pemberton.ca>

Subject: Update on Pemberton Visitor Centre/sani-dump status

Dear Nikki, Elizabeth, Mike and Russell,

I'm writing to provide you with an update on the current status of the Pemberton Visitor Centre and the sani-dump. In early October, Dwayne Stanshall from the Lil'wat Business Group contacted me regarding the Lil'wat Nations plans of decommissioning the Pemberton sani-dump. This action is part of the Lil'wat Nation's plans to develop the land where both the Visitor Centre and the sani-dump are located. My communication with Dwayne primarily took place through email, during which I shared essential information. This information included the fact that the sani-dump's tanks were initially installed in the 1970s, their lack of connection to the sewer system, and the requirement for annual pumping.

I stressed the importance of the Lil'wat Nation sharing timely information about the commencement of their development plans, especially concerning our grant applications aimed at sustaining the Visitor Centre. In our discussions, Dwayne mentioned the potential start of tank decommissioning by the fall of 2024. To address this timeline proactively, I reached out to various organizations, including the Village of Pemberton, Tourism Pemberton, Destination BC, and Rosemary Stager, CEO of the Lil'wat Nation Business Group. My goal was to ensure that all parties are well-informed. I also encouraged the Lil'wat Nation to engage in discussions with other organizations, including yourselves at the SLRD and the VOP. My primary objective is not to assume sole responsibility for driving sani-dump solutions in the area but to ensure that all organizations are well-informed and actively engaged in the process.

Additionally, I initiated inquiries about the potential retrofit of a sani-dump at the Co-op Gas Station in Pemberton. However, the feasibility of this concept remains uncertain at this point. I also presented the idea of exploring a sewer-connected system, with the possibility of installation at the Lil'wat gas station to Rosemary Stager. My aim is to proactively address potential challenges that may arise from the future absence of a sani-dump, especially considering the increased tourist activity along the Duffey corridor leading to Pemberton and the Lil'wat area. I have consistently maintained transparency with all the organizations involved, emphasizing the potential future issues associated with the absence of a sani-dump in our area.

Currently, I do not have a concrete solution for a future location for the Pemberton and area Visitor Centre. I believe this information is crucial for the SLRD and the VOP to recognize, and I encourage you to reach out if you have any ideas or concepts regarding the future of a local sani-dump and Visitor Centre.

Sincerely,

Natalie Langmann
she/her
Executive Director
Pemberton & District Chamber of Commerce
www.pembertonchamber.com



The Pemberton + District Chamber of Commerce respectfully and gratefully acknowledges all work conducted on Nkwúkwma, the land known as Pemberton, is on the unceded, traditional territory of the Lilwat7úl (Lilwat) Nation. We endeavour to respectfully honour the culture and traditions of the Lilwat Nation, the Lower Stát'yemc Nations and all peoples.

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Lyndsey Anic, Executive Assistant

Subject: UBCM Community to Community Grant Program Application

PURPOSE

The purpose of this report is to seek support from Council to apply to UBCM's Community to Community Grant Program to support the development of a new Protocol Agreement between the Village of Pemberton and the Lílwat Nation.

BACKGROUND

The Community to Community (C2C) Grant Program is a provincially funded program administered by the Union of BC Municipalities (UBCM). The C2C Program has expanded in 2023 to support the advancement of First Nation-local government reconciliation and relationship building through the development of agreements, such as protocol agreements. The goal of this program is increased understanding and improved overall relations between First Nations and local governments.

In April 2023 the Village received correspondence from Lílwat Nation in response to our request for engagement on the Official Community Plan (OCP). The correspondence supported the opportunity to engage with the Village on the OCP and invited the Village to first take part in a Protocol Agreement Working Committee and update the 2010 Protocol Agreement. Updating the previous agreement is important to the Village's commitment to cultivate trust, foster relationships, maintain communications and develop goals and objectives of mutual benefit.

At the Regular Council Meeting Number 1587, held on September 12, 2023, Council rose with report from the In-Camera meeting held earlier in the day and passed a resolution to temporarily pause Official Community Plan Review to allow the time needed for meaningful engagement and collaboration with Lílwat Nation. One of the outcomes of this would be the development of a renewed protocol agreement through the Protocol Agreement Working Committee.

DISCUSSION & COMMENTS

This grant would enable the Village to support the protocol agreement process through hospitality, honorariums, and potential external facilitation of up to \$10,000 if successful.

Undertaking this program aligns with Council's Strategic Priorities, directly addresses bullet point three in Cultivate Trust, Complete the new Protocol Agreement.

A resolution from Council indicating support for the proposed activities and willingness to provide overall grant management is required to apply for the funding. The submission deadline for the application is December 1st, 2023.

All program deliverables must be met, and funds spent within 12 months from when the funding is approved.

COMMUNICATIONS

There is no communications element at this time. However, should the Village be successful in obtaining the funding, it would be bound by any communications requirements stipulated in the Approval Agreement.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The development of funding applications and all associated planning can be accommodated in the day-to-day functions undertaken by the Executive Assistant.

If unsuccessful with this grant application, all costs associated with the development of a renewed Protocol Agreement would be considered in the 2024 budget process.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no additional impacts to interdepartmental staff hours for consideration at this time.

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This project will have an impact on the Lílwat Nation as they are a partner in the development of the Protocol Agreement. The two organizations have started preparatory work in assembling a working group which will meet periodically, schedule to be determined.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council support an application to UBCM's Community to Community Grant program for funding, in an amount up \$10,000, for the development of a new Protocol Agreement with the Lílwat Nation.

Prepared by:	Lyndsey Anic, Executive Assistant
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, November 21, 2023
To: Elizabeth Tracy, Chief Administrative Officer
From: Emily White, HR Advisor
Subject: Council Remuneration – SOFI Data 2022

PURPOSE

The purpose of this report is to provide Council with a summary of how Village of Pemberton Council Remuneration sits in comparison to other organizations as at 2022.

BACKGROUND

In 2022, Staff completed an independent review of compensation for the exempt workforce resulting in the implementation of a new pay philosophy and salary ranges in 2023.

To complete this review, a selection of comparable organizations was identified based upon population density, revenue generation, BC housing assessments and local competition for the job market. These 12 organizations were then engaged and asked to provide compensation data to inform the independent review process.

As part of this process, at the In Camera Meeting No. 1568, held on October 4, 2022, the following resolution was passed and Council rose with report on this direction at Regular Council Meeting No. 1568 held later that same day:

Moved/Seconded

***THAT** Council remuneration be reviewed at the beginning of year three of each Council term.*

CARRIED

Ahead of a formal review of Council remuneration (currently scheduled for October 2024), Staff has obtained Council remuneration data from nine (9) of the twelve comparable organizations used in the staff compensation review.

DISCUSSION & COMMENTS

The data provided below has been obtained from published Statements of Financial Information (SOFI) for 2022.

At the time of writing this report, Staff have been unable to locate equivalent information for the Lil'wat Nation or District of Invermere. However an article on the Invermere website indicated that the 2023 Councillor remuneration rate is \$14,870 per annum, Staff will continue to reach out to both organization in an attempt to obtain 2022 comparable remuneration.

With 2022 being an election year, some additional calculations have taken place to ensure the data provided is as accurate as possible.

As an example, if a new Mayor was elected in 2022 and did not serve on Council in the prior term, their remuneration amount was combined with the amount earned by the outgoing Mayor.

Consideration has also been given when Elected Officials have transitioned between the role of Mayor and Councillor from one term to the next.

Where there might be a discrepancy between the remuneration of different Councillors within the same jurisdiction, the highest earning Councillor has been used for the purpose of this report. The charts below list the remuneration from lowest to highest.

Mayor Remuneration:

Jurisdiction	Remuneration
Cumberland 22	\$23,179
Metchosin 22	\$28,136
Harrison Hot Springs 22	\$30,000
Bowen 22	\$30,794
Pemberton 22	\$31,344
Tofino 22	\$34,967
Ucluelet 22	\$32,046
Sechelt 22	\$41,451
Gibsons 22	\$42,568
Squamish 22	\$93,877
RMOW 22	\$105,353

Councillor Remuneration:

Jurisdiction	Remuneration
Cumberland 22	\$12,028
Harrison Hot Springs 22	\$15,000
Bowen 22	\$15,440
Pemberton 22	\$15,529
Metchosin 22	\$16,626
Tofino 22	\$16,811
Ucluelet 22	\$17,572
Gibsons 22	\$22,449
Sechelt 22	\$22,541
RMOW 22	\$41,366
Squamish 22	\$44,502

The SOFI for the Squamish-Lillooet Regional District has been obtained, however compensation provided to Board members is adjusted dependent on the number of meetings they attend and whether they are a committee chair, or not. As such, the remuneration for the SLRD Board has not been incorporated into the above charts for this purpose. However it can be found in Appendix A for reference.

COMMUNICATIONS

This topic does not require a communications element.

LEGAL CONSIDERATIONS

All data provided in this report is published and publicly accessible. 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

The content of this report will not impact day to day operations.

COMMUNITY CLIMATE ACTION PLAN

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The content of this report has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT this report be received for information.

ATTACHMENTS:

Appendix A: Council Remuneration 2022 Overview

Submitted by:	Emily White, HR Advisor
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Appendix A

Council Remuneration

Jurisdiction	Page
Bowen 22	2
Cumberland 22	3
Gibsons 22	4
Harrison Hot Springs 22	5
Metchosin 22	6
RMOW 22	7
Sechelt 22	8
Squamish 22	9
Tofino 22	10
Ucluelet 22	11
Remuneration & Population	12-13
SLRD 22	14

BOWEN ISLAND MUNICIPALITY
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2022

SCHEDULE OF COUNCIL REMUNERATION

NAME	OFFICE	REMUNERATION	EXPENSES
Ander, Gary	Mayor	27,235	2,484
Fast, Sue Ellen	Councillor	15,440	834
Gedye, Judith UM	Councillor	1,778	-
Hocking, David	Councillor	13,618	2,786
Jurgensen, Alexandro J	Councillor	1,778	-
Kaile, Michael	Councillor	13,618	34
Leonard, Andrew A	Mayor	3,559	477
Morse, Alison	Councillor	15,395	1,965
Nicholson, Maureen	Councillor	13,660	4,291
Saunders, John C	Councillor	1,778	450
Wake, Timothy H	Councillor	1,778	-
Wynen, Robert	Councillor	13,660	3,843
Total Remuneration & Expenses:		<u>\$ 123,296</u>	<u>\$ 17,165</u>

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
 STATEMENTS OF FINANCIAL INFORMATION (SOFI)
 REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(a)
 FOR THE FISCAL YEAR ENDED DECEMBER 31, 2022

SCHEDULE OF REMUNERATION

1. Council / Elected Officials

Name	Position	Remuneration	Expenses
Baird, Leslie	Mayor	\$ 19,702	\$ 6,023
Borecky, Neil	Councillor	1,804	582
Brown, Vickey	Mayor and Councillor	13,701	9,001
Ketler, Jesse	Councillor	12,028	163
Sproule, Gwyn	Councillor	10,224	4,439
Sullivan, Sean	Councillor	12,028	6,949
Therrien, Troy	Councillor	1,804	585
Total: Council/Elected Officials		\$ 71,291	\$ 27,741

TOWN OF GIBSONS
Statement of Financial Information
For the period of January 1 – December 31, 2022

Schedule of Remuneration and Expenses

1. Elected Officials

Name	Position	Remuneration	Expenses
Beamish, William	Mayor	\$ 36,183	\$ 4,170
Croal, David A	Councillor	22,449	3,468
De Andrade, Annemarie	Councillor	21,434	1,492
Ladwig, Aleria A	Councillor	18,083	1,766
Lumley, Stafford	Councillor	21,275	370
Thompson, Christine	Councillor	3,191	370
White, Silas D	Mayor	6,385	370
Total Elected Officials		\$ 129,000	\$ 12,006

6(2)(a)

VILLAGE OF HARRISON HOT SPRINGS
Remuneration and Expenses for Elected Officials
2022

Name	Remuneration	Paid Expenses
Wood, Ed – Mayor	\$5,000.00	\$0.00
Buckley, John	\$2,500.00	\$192.20
Facio, Leo – Prior Mayor, current Councillor	\$27,500.00	\$3,210.90
Hooper, Raymond	\$12,500.00	\$127.82
Jackson, Allan	\$2,500.00	\$0.00
Palmer, Gerald	\$12,500.00	\$0.00
Piper, Samantha	\$12,500.00	\$1,809.16
Vidal, Michie	\$15,000.00	\$2,202.00

THE DISTRICT OF METCHOSIN

Schedule of Remuneration and Expenses Paid

Year ended December 31, 2022

<u>Mayor & Council</u>		<u>Remuneration</u>	<u>Taxable Benefits</u>	<u>Expenses</u>
Ranns, J.	Mayor	\$23,446.40		2,476.65
MacKinnon J.	Councillor	13,854.60		
Kahakauwila, K.	Councillor	13,854.60		2,847.70
Epp, S.	Councillor	16,625.52		3,198.49
Little, M.T.	Councillor/Mayor	18,543.88		3,787.88
Gray, S	Councillor	2,770.92		420.00
Shukin, J	Councillor	2,770.92		420.00
Donaldson, S	Councillor	2,770.92		420.00
		<u>94,637.76</u>		<u>13,570.71</u>

RESORT MUNICIPALITY OF WHISTLER

SECTION 5: SCHEDULE OF REMUNERATION AND EXPENSES

Year ended December 31, 2022

ELECTED OFFICIALS

Name	Position	Remuneration	Expense
CROMPTON, J.	Mayor	105,353	3,515
DE JONG, A.	Councillor	41,353	3,366
FORD, J.	Councillor	41,366	2,041
FORSYTH, R.	Councillor	41,366	2,619
GRILLS, J.	Councillor	35,796	2,398
JACKSON, D.	Councillor	35,796	3,650
JEWETT, C.	Councillor	41,366	3,809
MORDEN, J.	Councillor	5,566	370
MURL, J.	Councillor	5,566	-
		353,527	21,768

**DISTRICT OF SECHLT
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2022**

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

Elected Officials

Name	Position	Remuneration [1]	Expenses [2]
Henderson, John	Mayor	\$ 6,058	\$ 237
Siegers, Darnelda	Mayor	35,393	4,874
Bell, Donna	Councillor	2,929	237
Inkster, Darren	Councillor	2,929	237
Kuester, Janice	Councillor	17,252	1,405
Lamb, Thomas	Councillor	17,252	-
McLauchlan, Dianne	Councillor	2,929	237
McLean, Matthew	Councillor	17,392	2,055
Rowe, Brenda	Councillor	22,541	3,838
Scott, Eric	Councillor	19,064	36
Shepherd, Adam	Councillor	2,929	237
Toth, Alton	Councillor	20,321	3,830
Total: Elected Officials		\$ 166,990	\$ 17,225

**DISTRICT OF SQUAMISH
SCHEDULES OF REMUNERATION AND
EXPENSES PAID TO OR ON BEHALF OF EMPLOYEES
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2022**

6.1. Elected Officials

Name	Position	Remuneration	Expenses	Benefits* (Note 1)
District of Squamish Council				
Andersen Eric	Councillor	44,466	3,071	5,088
Elliott Karen	Mayor until Nov. 1, 2022	79,459	2,290	8,477
French John	Councillor	41,730	3,209	6,805
Greenlaw Lauren	Councillor as of Nov 15, 2022	4,359	1,163	426
Hamilton Andrew	Councillor as of Nov 1, 2022	5,885	1,087	316
Hurford Armand	Councillor until Nov. 1, 2022 / Mayor as of Nov. 1, 2022	51,255	1,707	7,665
Pettingill Chris	Councillor	43,116	3,467	6,884
Race Douglas	Councillor until Nov. 1, 2022	36,837	238	1,814
Stoner Jenna	Councillor	44,502	3,155	6,963
		<u>\$351,609</u>	<u>\$19,387</u>	<u>\$44,438</u>
Library Board				
Raker Christine ("Tlatlakwot") L.	Trustee	-	-	

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON
 BEHALF OF EACH EMPLOYEE**

Elected Officials

Name	Position	Remuneration	Benefits	Expenses
Al Anderson	Councillor	15,800.86	1,776.12	4,549.10
Jacqueline Challenger	Councillor	14,497.73	3,182.12	3,220.72
Britt Chalmers	Councillor	14,947.73	1,475.84	4,275.35
Dan Law	Mayor	34,966.78	3,850.98	12,000.09
Duncan McMaster	Councillor	15,800.86	3,850.98	222.00
Alison Sawyer	Councillor	2,053.13	0	48.55
Sarah Sloman	Councillor	2,053.13	682.66	48.55
Thomas Stere	Councillor	16,810.86	0	4,370.15
Catherine Thicke	Councillor	15,247.73	3,168.32	4,690.25
Joyce Thomas	Councillor	2,053.13	682.66	0
Total: Elected officials		134,231.94	18,669.68	33,425.66

THE CORPORATION OF THE DISTRICT OF UCLUELET

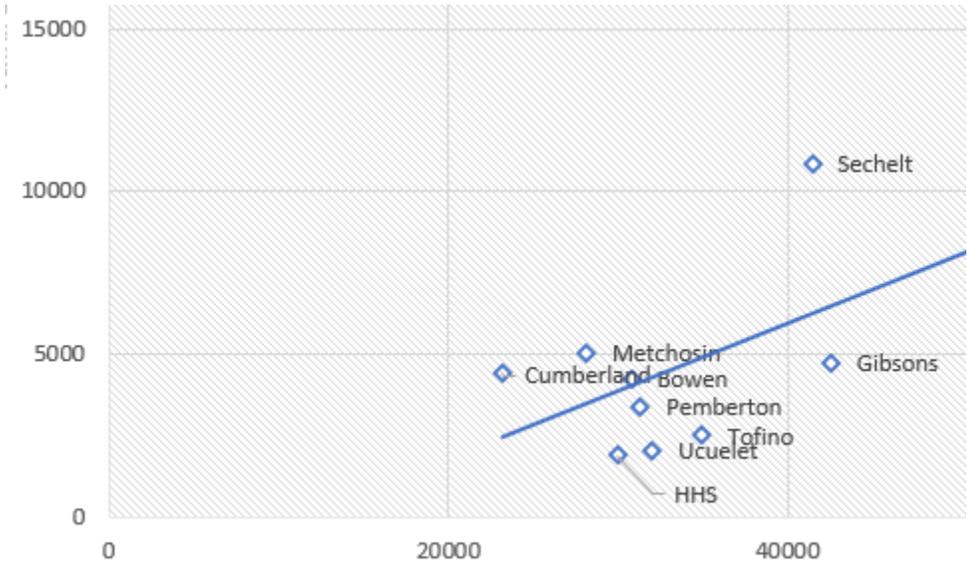
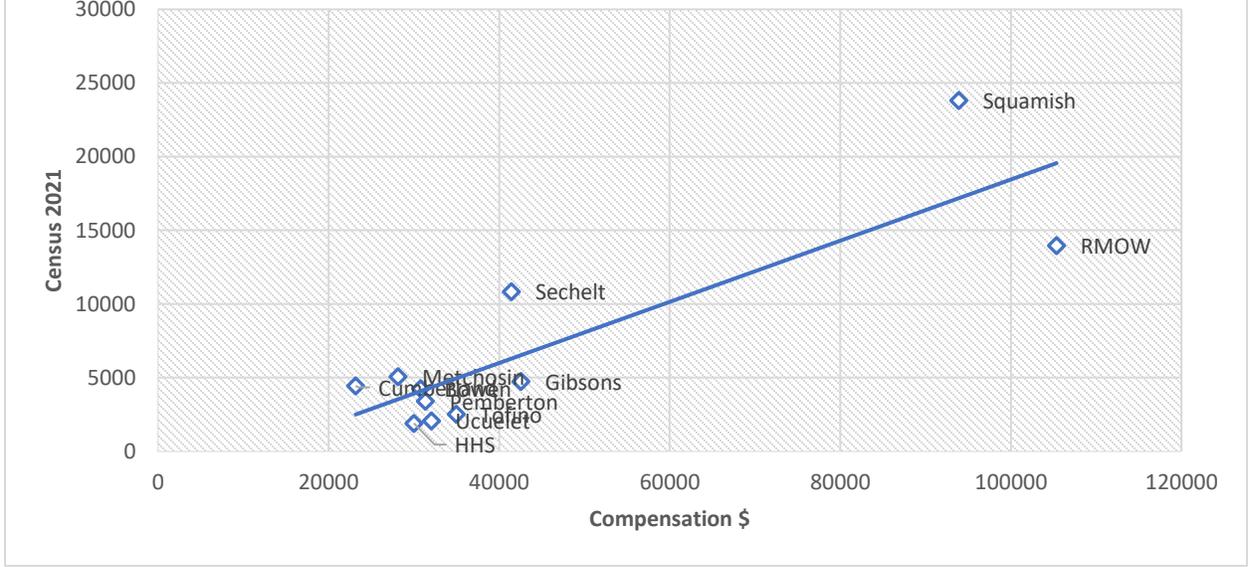
2022 Statement of Financial Information

Schedule of Council Remuneration and Expenses (unaudited)

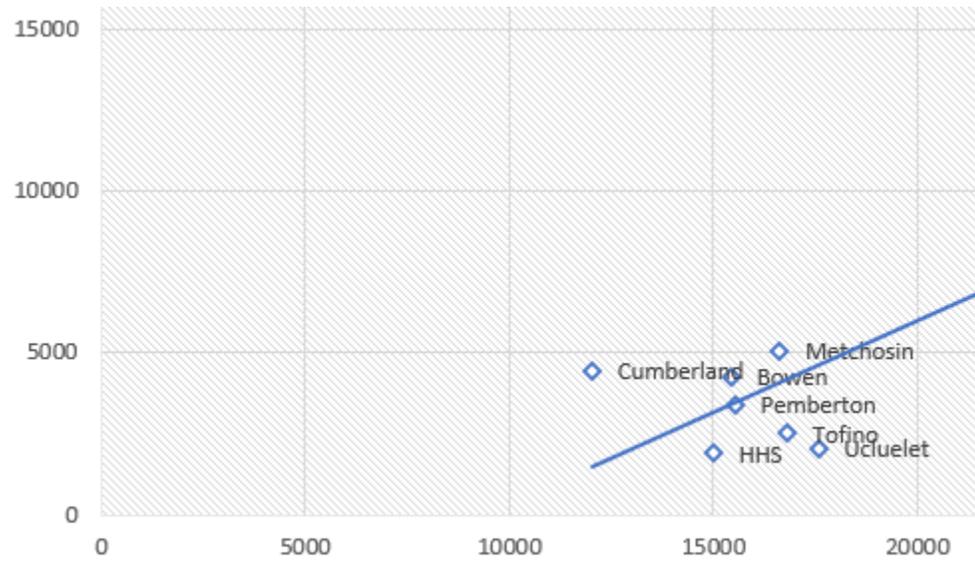
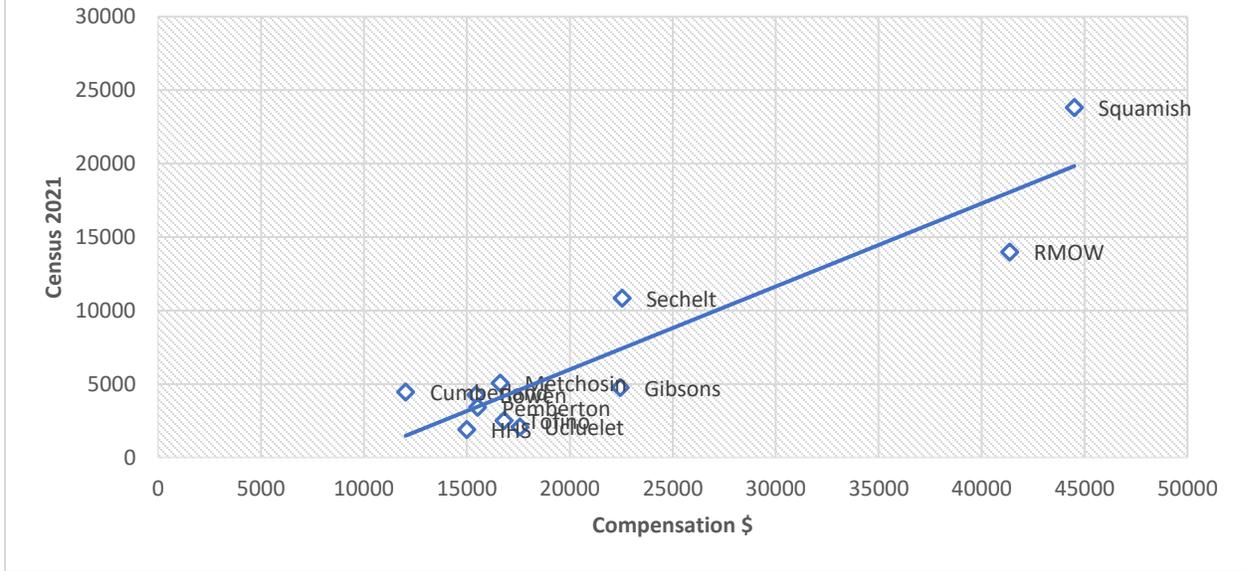
Name		Position	Remuneration (\$)	Expenses (\$)
Cole	Rachelle	Councillor	15,063.27	4,149.19
Hoar	Jennifer	Councillor	17,572.08	2,479.58
Kemps	Lara	Councillor	13,747.00	4,916.72
McEwen	Marilyn	Councillor/Mayor	21,296.23	1,706.31
Noel	Mayco	Mayor	25,812.81	4,335.56
Kennington	Ian	Councillor	2,395.96	0.00
Anderson	Shawn	Councillor	2,385.08	0.00
Maftai	Mark	Councillor	1,788.81	0.00
			<u>100,061.24</u>	<u>17,587.36</u>

The Schedule of Employee Remuneration has been prepared on a cash basis. The financial statements have been prepared on an accrual basis, and no reconciliation of this schedule with the financial statements has been prepared.

Mayor Remuneration



Councillor Remuneration



**SQUAMISH-LILLOOET REGIONAL DISTRICT
DIRECTOR REMUNERATION AND EXPENSES - 6 (2) (a)**

**SCHEDULE OF REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH MEMBER OF THE BOARD FOR
THE YEAR 2022**

MEMBERS OF THE BOARD OF DIRECTORS		REMUNERATION	EXPENSES	TOTAL
Birch-Jones, Vivian	Vice-Chair, Electoral Area B Director	34,356	3,994	38,350
Crompton, Jackson	Director, Resort Municipality of Whistler	16,715	-	16,715
DeMare, Salvatore	Electoral Area A Director	32,074	12,357	44,431
Elliott, Karen	Director, District of Squamish	14,270	-	14,270
Flann, Patricia LC	Alternate Director, District of Lillooet	265	322	587
Ford, Jen	Chair, Director, Resort Mun. of Whistler	32,796	2,010	34,806
Hopfl, Laurie A	Alternate Director, District of Lillooet	2,444	510	2,954
Hurford, Armand V	Alternate Director, District of Squamish	2,445	-	2,445
Jewett, Catherine	Alternate Director, Resort Mun. of Whistler	390	-	390
Kennett, Janice	Alternate Director, Electoral Area C	3,138	-	3,138
Mack, Russell	Chair, Electoral Area C Director	36,348	4,816	41,164
Pettingill, Chris	Alternate Director, District of Squamish	3,635	(985)	2,650
Playfair, Karen	Alternate Director, Electoral Area A	320	-	320
Rainbow, Anthony	Electoral Area D Director	32,748	6,652	39,400
Rasmussen, Jacqueline	Alternate Director, Electoral Area B	115	-	115
Richman, Mike	Director, Village of Pemberton	16,715	-	16,715
Stoner, Jenna	Director, District of Squamish	16,715	-	16,715
Wiebe, Barbara	Director, District of Lillooet	13,941	1,004	14,946
TOTAL BOARD		259,429	30,680	290,109

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Ethan Fredeen, Acting Manager, Corporate & Legislative Services

Subject: Spelkúmtn Community Forest Spending Policy (FIN-009)- Adoption

PURPOSE

The purpose of this report is to present the Spelkúmtn Community Forest Spending Policy (FIN-009) for adoption.

BACKGROUND

In 2018 the Village of Pemberton entered into a Limited Partnership Agreement between Lílwat Nation and Spelkúmtn Community Forest Corporation. The agreement states that the limited partners (Lílwat Nation and Village of Pemberton) may receive an annual allocation depending on the potential profits received within the year.

At the Regular Council Meeting No. 1584, held May 30, 2023, Council received correspondence from Andrea Blaikie, Executive Director for the Spelkúmtn Community Forest advising that, following the 2022 audit, the Board was able to confirm each partner would receive \$329,000.00 from the 2022 Spelkúmtn Community Forest. It is important to note that this share of revenue and how it is distributed will adjust depending on the revenue received each year.

At the meeting on May 30, 2023, Council directed staff to develop a policy respecting how the Village will disburse any funds received from the Spelkúmtn Community Forest Partnership. At the Committee of the Whole Meeting No. 250, held on October 31, 2023, staff presented a draft policy for review and the Committee passed the following resolution:

Moved/Seconded

THAT the Committee of the Whole recommend that Council adopt the Spelkúmtn Community Forest Spending Policy as presented.

CARRIED

DISCUSSION & COMMENTS

As the Committee of the Whole has supported the Spelkúmtn Community Forest Spending Policy it must now be presented to Council for adoption.

The policy as presented aims to utilize funds received from the Spelkúmtn Community Forest partnership to benefit the community and aligns with shared values focusing on key factors, such as the annual budget, five-year financial plan, and annual reserves, to determine how funds will be allocated. The overarching goal is to preserve green spaces and improve the

quality of life for Village residents. The shared values, which will provide the foundation for making funding discussions include:

1. **Environmental Stewardship:** The responsible use and protection of the natural environment, emphasizing conservation and sustainable practices.
2. **Wildlife Conservation/Habitat Enhancement:** The practice of protecting and preserving wildlife and their habitats, ensuring species survival and ecosystem health.
3. **Watershed Protection:** Preserving and managing land to maintain clean and sustainable water sources, benefiting both humans and the environment.
4. **Culture:** Fostering a collective identity, indigenous heritage, and a sense of community through the natural surroundings.
5. **Connection Between Land, People, and Nature:** Recognizing the symbiotic relationship between humans and the natural environment.
6. **Recreation and Outdoor Lifestyles:** Encouraging pleasure, relaxation, and personal fulfillment through engagement with the natural environment.
7. **Economic Viability:** Promoting a healthy economy, job growth, innovation, efficient infrastructure, and an excellent quality of life for residents.
8. **Giving Back to the Community:** Supporting not-for-profit organizations that enhance the community.
9. **Community Relationships:** Fostering open communication, shared values, and engagement with key stakeholders in the community.
10. **Social Responsibility:** Considering the broader impact of the Village's actions and actively promoting positive contributions to the community's well-being.

The values noted above also align with the Village's Strategic Priorities & Objects, in particular:

- Plan & Manage Growth
- Protect our Environment
- Cultivate Trust
- Operate with Excellence

COMMUNICATIONS

The Spelkúmtn Community Forest Spending Policy does not require any external communications.

LEGAL CONSIDERATIONS

There are no legal considerations for the Spelkúmtn Community Forest Spending Policy.

IMPACT ON BUDGET & STAFFING

The policy focuses on prioritizing the community's long-term well-being and considering the annual budget, five-year financial plan, and annual reserves in its decision-making process. Staff will use this policy when suggesting the allocation of funds from the Community Forest Spending Policy and discuss how it aligns with the shared values as outlined in the policy as well as Council's strategic priorities.

INTERDEPARTMENTAL IMPACT & APPROVAL

This policy is noted as a Finance Policy and therefore has received a review from the Manager of Finance.

Interdepartmental Approval by:	Thomas Sikora, Manager of Finance
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COMMUNITY CLIMATE ACTION PLAN

The Spekúmtn Community Forest Spending Policy is a broad policy and by keeping the Spekumtn Community Forest shared values in mind administering the funds received will have the potential to touch upon many of the Community Climate Action Plan objectives.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The policy identifies the shared values for the Spekúmtn Community Forest which reflects the values of Lílwat Nation as the other partner in the Limited Partnership.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Spekúmtn Community Forest Spending Policy be adopted as presented.

ATTACHMENTS:

Appendix A: Spekúmtn Community Forest Spending Policy- FIN-009

Prepared by:	Ethan Fredeen, Acting Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Speikúmtn Community Forest Spending Policy

Department:	Finance	Policy No.:	FIN-009
Sub-department:	Corporate	Created By:	Ethan Fredeen
Approved By:	Council	Amended By:	
Approved Date:	November 21, 2023	Amendment:	
Meeting No.:	1590	Meeting No.:	

POLICY PURPOSE

The purpose of the policy is to establish policy guidance to support Council in administering its entitlement funds received through partnership in the Speikúmtn Community Forest Limited Partnership.

POLICY

The Village aims to responsibly utilize the funding received from the Speikúmtn Community Forest partnership in alignment with the shared values. Council will annually create the budget to determine how the Village's share of the Speikúmtn Community Forest funding will be allocated. This approach is designed to prioritize the community's long-term well-being, considering key factors such as the annual budget, five-year financial plan, and annual reserves in its decision-making process.

Goal:

The goal of this Policy is to establish consistent funding, administered through the funds received from the Speikúmtn Community Forest with the overall intent to preserve green spaces and improving the quality of life of its' residents.

Shared Values:

Speikúmtn Community Forest Spending Policy establishes the following focus areas based off of the Speikúmtn Community Forest shared values as a framework for making community investment and funding decisions.

- **Environmental Stewardship** – is the responsible use and protection of the natural environment. It involves conservation and sustainable practices to enhance ecosystem resilience and human well-being.
- **Wildlife Conservation/Habitat Enhancement** – Wildlife conservation is the practice of protecting and preserving the regions species and habitats, aiming to ensure species survival, maintain ecosystem health, and prevent habitat destruction. Habitat enhancement involves actions to improve natural environments for wildlife, such as habitat restoration, food source provision, and ecological condition enhancement, ultimately creating sustainable ecosystems that support the regions wildlife species.

Department:	Finance	Policy No.:	FIN-009
Sub-department:	Corporate	Created By:	Ethan Fredeen
Approved By:	Council	Amended By:	
Approved Date:	November 21, 2023	Amendment:	
Meeting No.:	1590	Meeting No.:	

- **Watershed Protection** - Watershed protection involves preserving and managing a specific area of land to maintain clean and sustainable water sources by preventing pollution, preserving the natural environment, and ensuring water quality for both human and ecological needs.
- **Culture** – A collective identity, customs, and a way of life for Pemberton residents. Identity is fostered through the natural surroundings, indigenous heritage, and a strong sense of community.
- **Connection Between Land, People and Nature** – A symbiotic relationship that exists with humans, natural environment and geographic space it occupies.
- **Recreation and Outdoor Lifestyles** – Refers to non work activities or essential daily tasks but the pursuit for pleasure, relaxation, and personal fulfillment through the engagement with the natural environment.
- **Economic Viability** – Refers to the overall health and vibrancy of an economy, marked by factors such as low unemployment, business growth, innovation, efficient infrastructure, a skilled workforce, access to investment capital, economic diversification and high quality of life for its residents.
- **Giving Back to the Community** – Refers to the many not for profit organizations that support the community through a various of initiatives.
- **Community Relationships** – Open communication and the promotion of shared values through open consultation, and engagement through key stakeholders in the community.
- **Social Responsibility** – Considering the impact of the Village’s actions on the well-being of the broader community and taking steps to minimize negative consequences while actively promoting positive contributions.

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Ethan Fredeen, Acting Manager of Corporate & Legislative Services

Subject: 2024 Council Meeting Schedule - Revised

PURPOSE

The purpose of this report is to provide Council background on the requirements to establish the Regular Council Meeting schedule each year and present a revised proposed meeting schedule for 2024.

BACKGROUND

Pursuant to s. 127 of the *Community Charter*, a council must make available to the public a schedule of the date, time, and place of regular council meetings. There is no requirement to publish the schedule of Committee of the Whole meetings as those meetings may be called at any time throughout the year. The Village has traditionally held Committee of the Whole meetings on the same day as a regularly scheduled council meeting as well as alternate days as may be needed.

Each year in October or November, staff present to Council a proposed regular meeting schedule for the following year. At the Regular Council Meeting No. 1589, held on October 31, 2023, Council reviewed the proposed 2024 Council Meeting Schedule which is attached as **Appendix A**.

Council provided feedback and requested that a second meeting be added in November and indicated a preference to hold Committee of the Whole meetings between Regular Meeting days, when possible, to reduce the number of back-to-back meetings scheduled on a Regular Meeting Day. As well, there was discussion related to the impact of holding a weekly Regular Meeting as was identified for April and May.

The resolution passed by Council is below:

Moved/Seconded

THAT Council receive the report for the 2024 Council Meeting Schedule;

AND THAT Council direct staff to schedule an additional Regular Council Meeting in the fall for the 2024 Council Meeting Schedule.

CARRIED

Staff took into consideration the direction provided and comments received and has prepared a revised schedule for the year as shown on **Appendix B**.

DISCUSSION & COMMENTS

Regular Council Meetings:

As per Council Procedure Bylaw No. 788, 2025, Council meetings are established to be held on Tuesday's and Council is requested to keep Tuesdays free or open for council business scheduled or not. With respect to the Regular Meeting schedule, the Council Procedure Bylaw also provides flexibility to consider each year which Tuesday of the month the Regular Council meeting should take place, evaluate the meeting times, or consider holding only one meeting a month as determined by Council.

This flexibility has resulted in the meeting schedule being adjusted to be more responsive to other Council obligations such as the Lower Mainland Local Government Association (LMLGA) in May and the Union of British Columbia Municipalities Conference (UBCM) held in September. It also considered other activities that result in a busy time for both Council and staff from an operational perspective and the timing of statutory holidays (office closures) or vacation periods (Christmas and March Break). In some cases, Council has determined that during those busy times it was appropriate to hold only one meeting a month.

The 2024 calendar outlining these commitments and operational considerations is included in **Appendix B**.

Meeting Times:

In 2017 Council established the first meeting of the month will be held at 5:30pm and the second meeting of the month will be held at 9:00am. These meeting times remained the same for 2023 and are suggested for 2024.

Committee of the Whole and In Camera Meetings:

There is no requirement to establish a meeting schedule for the Committee of the Whole and In Camera meetings.

The Village's current practice is to hold Committee of the Whole and In Camera meetings either in the afternoon prior to the first Regular meeting of the month (5:30pm), or immediately following the second Regular meeting of the month (9:00am), with Committee of the Whole usually being held in the afternoon (1:00pm).

At the request of previous Councils staff has adjusted the start time of the Committee of the Whole from 1pm to later in the afternoon on days the Regular Meeting is scheduled at 5:30pm. This will depend on the number of items for consideration. If Council is agreeable, this practice would continue in 2024.

That said, as noted above there was discussion about possibly adjusting the above practice and holding Committee of the Whole meetings on alternative days than the Regular Meeting as it was noted the Regular Council Day can be very full and long. In this regard, staff will make

efforts to hold Committee of the Whole on a different Tuesday than the regular meeting if possible and as can be accommodated.

Budget Deliberation Schedule:

Council will recall last year the budget deliberation schedule for 2023 included holding budget sessions on both regularly scheduled council meeting days and alternate Tuesdays. This was done to reduce the number of meetings on each regularly scheduled meeting day and provide Council time to really focus on the budget.

At the Regular Council Meeting No. 1588, held October 17, 2023, Council approved the 2024 - 2028 Five Year Financial Plan and Budget Deliberation schedule. The budget deliberation timeline was approved prior to the establishment of the 2024 Regular Meeting schedule and as a result the budget sessions were incorporated into 2024 Regular Meeting schedule. The chart below identifies the days the budget sessions have been scheduled and further identifies which of those meetings will be held on a regularly scheduled council meeting day and which will be held on an alternative date.

Date	Description
Tuesday, Jan 23, 2024 Regular Council Meeting Day	Committee of the Whole Meeting (proposed 9:00am) <ul style="list-style-type: none"> Budgeting Session #1– 2024 Operating Budgets, Capital and Project Budgets 1st Draft
*Tuesday, Feb 13, 2024 Regular Council Meeting Day	Committee of the Whole Meeting (proposed 9:00am) <ul style="list-style-type: none"> Budgeting Session #2– 2024 Revised Operating, Approved Capital and Project Budgets
Tuesday, March 5, 2024 Regular Council Meeting Day	Committee of the Whole Meeting (proposed 9:00am) <ul style="list-style-type: none"> Preliminary Tax Implications of 2024 Revised Draft Budget
Tuesday March 5, 2024	<ul style="list-style-type: none"> Public Budget Information Session 2024 review (prior to Council at 5:30pm)
Tuesday, April 23, 2024 <i>Alternate Meeting Day</i>	Committee of the Whole Meeting (proposed 9:00am) <ul style="list-style-type: none"> Budgeting Session #3 – 2024 Final Budget with Tax Implications and 5 Year Financial Plan review prior to Bylaws coming forward for adoption.
Tuesday, April 30, 2024 Regular Council Meeting Day	Regular Council Meeting (9:00am) <ul style="list-style-type: none"> 2024 - 2028 Five Year Financial Plan Bylaw 1st, 2nd and 3rd readings (S.165 <i>Community Charter (CC)</i>)
Tuesday, May 7, 2024 Regular Council Meeting Day	Regular Council Meeting (5:30pm) <ul style="list-style-type: none"> 2024 - 2028 Five Year Financial Plan Bylaw 4th & Final 2024 Tax Rates Bylaw 1st, 2nd and 3rd readings
Tuesday, May 9th, 2024 <i>(Proposed to be replaced with a Special Meeting on Thursday, May 9, 2023 at 9am)</i>	Regular Council Meeting (proposal to be a Special Meeting) <ul style="list-style-type: none"> 2024 Tax Rates Bylaw 4th & Final (S.197 CC)

The budget deliberation schedule included holding a Regular Council Meeting on May 14th at which time the 2024 Tax Rates Bylaw and any other rates bylaws would be adopted. Upon review of the meeting schedule, staff have determined that adoption of these bylaws may happen at a special meeting to be held two days following the initial readings. This is a common practice as in many instances the regular meeting schedule cannot accommodate the adoption timelines set out by legislation. This schedule also resulted in three back-to-back regular council meetings between April and May which as was noted at the meeting on October 31st will have an impact on the workload at what is traditionally a busy time of year.

In this regard, staff is proposing that a Special Meeting be held on Thursday, May 9th at 9am to adopt the bylaws and removing the May 14th meeting from the budget deliberation schedule as well as the regular council meeting schedule.

Further, in response to Council's comments respecting how busy meeting days can be when holding back-to-back meetings, staff is proposing that the Committee of the Whole budget deliberations begin at 9am rather than 1pm. This has been noted in the chart above and will enable Council to spend time focusing on the budget discussions without pressure to move to the next meeting. If Council is agreeable to this adjustment, it will be incorporated into the overall meeting schedule.

2024 Meeting Calendar: Appendix A

As noted above, in preparing the Council meeting schedule for 2024, staff has taken into consideration statutory holidays to avoid holding meetings on a Tuesday following a Statutory Holiday whenever possible. It also considers the Christmas and March Break period and other Council obligations such as LMLGA and UBCM and obligations that may impact operational planning. The proposed revised 2024 Regular Council Meeting is attached as **Appendix C**.

The revised 2024 proposed Regular meeting schedule establishes a total of 18 meetings as shown below:

Meetings	Month	Time
One Meeting a Month	January, June, September, and December	5:30pm
Two Meetings a Month	February, March, April, May, July, October, November	5:30pm and 9am
No Meetings	August	

The Village traditionally does not hold a meeting during the month of August as this month is set aside for summer break. Council will note that two meetings have been scheduled for the month of July. This is in response to Council's concerns about a long break between meetings and to help deal with business that may arise over the summer months. This approach was also applied later in the year and the originally proposed December 3rd meeting has been moved to December 10th. This will help to keep the time between meetings in December and January shorter.

Finally, as per Council's request an additional meeting in the month of November has been incorporated.

As per the Council Procedure Bylaw, if a matter of urgency must be addressed, Council does have the ability to call a Special Council meeting at any time and may do so by providing 24 hours' notice or if a meeting is called last minute, by resolution waiving the notice requirement.

COMMUNICATIONS

As per Section 94 of the *Community Charter*, once the regular meeting schedule has been approved by resolution of Council, a Public Notice will be issued in the local newspapers in November/December and before January 1, 2024.

Notice will also be provided on the Website, in the Community News and via posting on the Village's Facebook Page and Blog and posted on the Village Notice Boards located at the Post Office and at the Village Office.

LEGAL CONSIDERATIONS

Establishing the 2024 meeting schedule and undertaking the required notification meets with the legislation as established in the *Community Charter* and the Village of Pemberton Council Procedure Bylaw No. 788, 2015. There is no requirement for legal review.

IMPACT ON BUDGET & STAFFING

The preparation of this report was done in-house and is included as part of the regular work plan for Corporate & Legislative Services.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required as the holding of Council meetings is part of the regular business of the Village.

COMMUNITY CLIMATE ACTION PLAN

The establishment of the meeting schedule is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Depending on which Tuesday each month that Council determines the meeting will be held, there could be some impact on other jurisdictions if their Council/Board or Committee meetings are held the same day.

In this regard, the Library Board holds their Board meetings on the first Thursday of each month at 7PM except for July and August. As well, the Regional District Board meetings are traditionally held on the third Wednesday/Thursday of each month with some adjustments made depending on their calendar. At this time the 2024 Board Meeting Calendar has not been set, however, prior to doing so, they require the meeting dates from the member municipalities.

ALTERNATIVE OPTIONS

- Option 1:** THAT Council approve the revised 2024 Council Schedule as presented (**Appendix C**).

- Option 2:** THAT Council approve the 2024 Council Schedule as presented during the October 31, 2023 Regular Council Meeting. (**Appendix A**)

- Option 3:** THAT Council approve the 2024 Council Schedule with the following amendments:
{Council provide input}

RECOMMENDATIONS

THAT Council approve the revised 2024 Council Schedule as presented.

ATTACHMENTS:

- Appendix A:** Proposed 2024 Council Meeting Schedule, dated October 31, 2023
- Appendix B:** 2024 Council Yearly Calendar
- Appendix C:** Revised 2024 Council Meeting Schedule

Prepared by:	Ethan Fredeen, Acting Manager of Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

2024 Council Meeting Schedule January – December

Proposed during the October 31, 2023 Council Meeting

Council Meetings are held in Council Chambers located at 7400 Prospect Street (Village Office) unless otherwise posted.

COUNCIL January 23, 2024 5:30 pm	COUNCIL February 13, 2024 5:30 pm	COUNCIL March 5, 2024 5:30 pm	COUNCIL April 9, 2024 5:30 pm
	COUNCIL February 27, 2024 9:00 am	COUNCIL March 19, 2024 9:00 am	COUNCIL April 23, 2024 9:00 am
			COUNCIL April 30, 2024 9:00 am [Budget]
COUNCIL May 7, 2024 5:30 pm [Budget]	COUNCIL June 18, 2024 5:30 pm	COUNCIL July 9, 2024 5:30 pm	August 2024 Summer Break
COUNCIL May 14, 2024 9:00 am [Budget]		COUNCIL July 23, 2024 9:00 am	
COUNCIL May 28, 2024 9:00 am			
COUNCIL September 10, 2024 5:30 pm	COUNCIL October 8, 2024 5:30 pm	COUNCIL November 19, 2024 5:30 pm	COUNCIL December 3, 2024 5:30 pm
	COUNCIL October 22, 2024 9:00 am		

Please note: Committee of the Whole and In Camera meetings will be scheduled as required.

2024 Proposed Regular Council Meeting Schedule

Courtesy of WinCalendar.com

WinCalendar January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WinCalendar February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

WinCalendar March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WinCalendar April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WinCalendar May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WinCalendar June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WinCalendar July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WinCalendar August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WinCalendar September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WinCalendar October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WinCalendar November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WinCalendar December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Date	Statutory Holidays
Jan 1	New Year's Day
Jan 2	Bank Holiday (QC)
Feb 19	Family Day
Mar 29	Good Friday
Apr 1	Easter Monday
May 20	Victoria Day
Jul 1	Canada Day
Aug 5	Civic Holiday
Sep 2	Labour Day
Sep 30	Nat'l. Day for Truth & Reconciliation
Oct 14	Thanksgiving
Oct 31	Halloween
Nov 11	Remembrance Day
Dec 25	Christmas
Dec 26	Boxing Day

Yellow - Stat Holidays/Office Closures
Red - Regular Council Meeting
Green - School March Break/Christmas Break
Blue - Budget COW meeting (extra)
Orange - LMLGA, UBCM, LGMA
Pink - Special meeting - Finance Bylaws Adoption

2024 Council Meeting Schedule January – December

(Approved by Council: Meeting No. XXXX, 2023)

Council Meetings are held in Council Chambers located at 7400 Prospect Street (Village Office) unless otherwise posted.

COUNCIL January 23, 2024 5:30 pm	COUNCIL February 13, 2024 5:30pm	COUNCIL March 5, 2024 5:30 pm	COUNCIL April 9, 2024 5:30 pm
	COUNCIL February 27, 2024 9:00 am	COUNCIL March 19, 2024 9:00 am	COUNCIL April 30, 2024 9:00 am
COUNCIL May 7, 2024 5:30 pm	COUNCIL June 18, 2024 5:30 pm	COUNCIL July 9, 2024 5:30 pm	August 2023 Summer Break
SPECIAL May 9, 2024 <i>Finance Bylaw Adoption</i> 9:00am		COUNCIL July 23, 2024 9:00am	
COUNCIL May 28, 2024 9:00 am			
COUNCIL September 10, 2024 5:30 pm	COUNCIL October 8, 2024 5:30 pm	COUNCIL November 5, 2024 5:30 pm	COUNCIL December 10, 2024 5:30 pm
	COUNCIL October 22, 2024 9:00 am	COUNCIL November 19, 2024 9:00am	

Please note: Committee of the Whole and In Camera meetings will be scheduled as required.

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Ethan Fredeen, Acting Manager of Corporate & Legislative Services

Subject: 2024 Council & Liaison Appointments

PURPOSE

The purpose of this report is to present to Council the current list of Committee and Board appointments and to confirm appointments of Village Council representative(s) for 2024.

BACKGROUND

Each year, in the fall, Council reviews the Committee and Board Appointment list and makes revisions, if necessary, as several organizations in which the Village participates require that the appointment be made by resolution of Council for the following year. Council is also required to establish and confirm the schedule for Acting Mayor in the event of the Mayor's absence.

Attached as **Appendix A** is the 2023 Council Committee listing and those appointments requiring a resolution of Council are highlighted in yellow.

DISCUSSION & COMMENTS

Appointment of Acting Mayor:

Pursuant to Section 130 (1) of the *Community Charter* and Section 11 of the Council Procedure Bylaw No. 788, 2015 Council must by December “*designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant*”.

Traditionally the Village has established a three-month rotation starting each December as follows:

- December, January, February
- March, April, May
- June, July, August
- September, October, November

This appointment schedule has been based on alphabetical order except in the case whereby a member of Council knows in advance they are unable to fulfill the role of Acting Mayor during the time assigned. When reviewing the Acting Mayor schedule, Council members may wish to consider vacation and work schedules that may impact their ability to fulfill the responsibilities during a specific period of the year.

The schedule for 2023 was established as follows:

December, January, February	Councillor Craddock
March, April, May	Councillor Helmer
June, July, August	Councillor Nightingale
September, October, November	Councillor Ramsden

The Acting Mayor Schedule must be confirmed by resolution each year before December.

Parcel Tax Roll Review Panel:

As per sections 204 (1) and (2) of the *Community Charter*, before a parcel tax is imposed for the first time on a new property, Council must appoint at least three (3) persons as the members of the Parcel Tax Review Panel. The Panel must then consider any complaints respecting the parcel tax roll and then must authenticate the roll, no later than March 16th.

In 2023 Councillors Craddock, Helmer and Ramsden were appointed to the Parcel Tax Roll Review Panel. The Panel has met in 2018, 2019 and 2021 but did not meet in 2020 or 2022; however, it is anticipated there will be a need to hold a Panel meeting in 2024 therefore appointments will be required.

Appointments to the Panel by resolution are required for 2024.

Community Wildfire Resiliency Plan Committee

In 2023 Councillor Craddock was appointed to represent Council on this Committee; however, in early 2023 the Committee's business had concluded. As such, there is no requirement to make an appointment for this upcoming year.

Appointment to Council Committees:

Pursuant to Section 52 (b) of the Council Procedure Bylaw the Mayor is an ex-officio member of all Village of Pemberton committees and is entitled to vote on any matter before a committee. Although any Council member is entitled and welcome to attend a committee meeting section 52 (a) of the Council Procedure Bylaw No 788, 2015 notes that a Councillor is not entitled to vote on a question if they are not a member of that specific committee.

The Village does not have any Standing Committee's and utilizes the Committee of the Whole for other specific work.

Select Committee of Council:

Pursuant s. 142 of the *Community Charter*, a Select Committee is appointed by Council to consider or enquire into any matter and report its findings to Council. As per the legislation at least one (1) member of a Select Committee must be a Council Member.

Currently, the Village does not have any Select Committees of Council.

Committee Established by Bylaw:

Emergency Planning & Operations Committee:

The *Village of Pemberton Emergency Measures Bylaw No. 539, 2004* establishes that the Village must have an Emergency Planning & Operations Committee. The role of the Committee is to facilitate emergency preparedness, response and recovery measures for the Village of Pemberton. Membership on the Committee as established in the Bylaw includes one member of Council, the CAO, Emergency Program Coordinator, Departments Heads or their designate and other members that Council may determine. The meeting schedule is determined by the Committee.

Councillor Ramsden has been appointed to the committee with Councillor Helmer as the alternate.

This appointment must be reaffirmed each year and no resolution is required unless a change to the current appointments takes place.

Working Committees:

A Working Committee is a Staff facilitated committee that may be established by the CAO or another organization to which a member of Council or Staff or both may represent the Village or Council acting as a liaison between the Committee and the Village. At this time, the Village has no Working Committee's that require participation by Council.

Community Committee:

A Community Committee may be a committee that is established by another organization or has been established by a group to bring together groups or individuals to work on a specific issue or undertake a project of some form. This is not a committee of Council but rather a committee on which the Village has been invited to participate. In this regard, the Village participates on the following Community Committees:

Cemetery Committee:

The Pemberton Cemetery is funded through the Squamish-Lillooet Regional District (SLRD) Pemberton Valley Utilities and Services (PVUS) Committee budget and oversight for the Cemetery is provided by a committee made up of representatives from the Legion, a local resident, SLRD Electoral Area C and the Village. In 2016, the Village was requested to appoint a new member to the Board as the previous Village representative had moved and other members of the Board were retiring. The Village representative could be either a community member or a member of Council. At that time, it was decided that it would be appropriate for a Council member to represent the Village on the Committee.

Councillor Nightingale is the current Village appointment to the Cemetery Committee with Councillor Helmer as the Alternate.

This appointment must be reaffirmed by resolution each year.

Joint Committees (Intergovernmental):

The Village participates on five (5) Joint or Intergovernmental Committees and the following members are currently appointed to represent the Village:

Nukw7ántwaí Intergovernmental Relations Committee:

The Mayor and the Executive Assistant represent the Village.

It should be noted that in 2019 it was agreed that all of Council be appointed to the Nukw7ántwaí Gathering; however, as the Gathering is a community event in which the representatives of all the local jurisdiction Council's, Board's or Committees are invited it is not necessary to make an official appointment.

Pemberton Valley Emergency Management Committee:

The Mayor, Chief Administrative Officer and Emergency Program Coordinator represent the Village.

Regional Economic Development Collaborative:

The Village is represented by Councillor Ramsden, the Village's Senior Planner with Councillor Nightingale appointed as the alternate.

Sea to Sky Regional Transit Commission:

The Village is represented by the Mayor and the Chief Administrative Officer.

Joint Wellness Committee – Graduating Student Bursary Review

The Village is represented by Councillor Ramsden as appointed during the Special Meeting 1583 held on May 23, 2023.

A resolution of Council is only required if a current sitting member wishes to step down from one of the above noted Committees.

Board Appointments:

Squamish-Lillooet Regional District Appointments:

The Village of Pemberton is represented on the Squamish-Lillooet Regional District (SLRD) Board and certain committees affiliated with the work of the SLRD. Pursuant to section 197 and 200 of the *Local Government Act*, the Village's appoints one member to act as the Village representative to the SLRD Board and a second member as an Alternate. This is confirmed by resolution at the beginning of Council's term and reconfirmed each year before December. If either the Village representative or the Alternate resigns from Council or elects to no longer be the Village representative, then Council is required to make a new appointment.

Squamish-Lillooet Regional District Board:

The SLRD Board meets on the third Wednesday and Thursday of the month.

In 2023, Mayor Richman was re-appointed as the Village of Pemberton representative with Councillor Nightingale as the Alternate.

Pemberton Valley Utilities and Services Committee (PVUS):

The PVUS Committee is a committee of the Squamish-Lillooet Regional District Board, convened to discuss shared services between SLRD Electoral Area C and the Village of Pemberton. Committee recommendations are forwarded to the SLRD Board for endorsement. PVUS Committee meetings are held based on a schedule established by the Committee each year.

The current appointments are Mayor Richman and Councillor Ramsden.

Sea to Sky Regional Hospital District:

Sea to Sky Regional Hospital District exists to borrow funds and finance construction projects or equipment purchases at facilities located within the hospital district boundary. Regional hospital districts are governed under the provincial *Hospital District Act*. The Sea to Sky Regional Hospital District Board is composed of the SLRD Electoral Area C and D Directors, along with the Municipal Directors from the Village of Pemberton, the Resort Municipality of Whistler, and the District of Squamish.

Currently, Mayor Richman is the Village appointment with Councillor Nightingale the Alternate.

Pemberton Lillooet Treaty Advisory Committee (PLTAC):

The Village must appoint two (2) representatives to the Pemberton Lillooet Treaty Advisory Committee (PLTAC), which is a committee listed on the SLRD's exterior committee list. The mandate of the PLTAC is to ensure that local government interests are represented in the treaties being negotiated in the Pemberton-Lillooet area under the BC Treaty Commission (BCTC) process¹.

The PLTAC has not met in several years but in anticipation that there may be work for the Committee to do in the future it is recommended that Council make an appointment. The meeting schedule is based on the need to call a meeting and is coordinated by the SLRD.

Mayor Richman is the Village appointee with Councillor Nightingale the Alternate.

A resolution of Council must be submitted to the SLRD Board each year by December 1st confirming the Village's appointments to the Board and above noted committees for the following year.

¹ Pemberton-Lillooet Treaty Advisory Committee – Interests in Treaty Making – Draft3, December, 2006

Pemberton & District Library Board:

The Village of Pemberton is represented at the Library Board by a member of Council. The Library Board meets on the third Thursday of each month at 7pm in the Library except for July and August. Trustees are required to attend a minimum of six (6) meetings a year and each meeting lasts on average 1 – 1.5 hours.

The Village is represented by Councillor Nightingale with Councillor Ramsden the Alternate.

The Village is required to re-confirm appointments by resolution each year.

Spelkúmtn Community Forest Board:

In 2018, the Village and Lil'wat Nation established the Spelkúmtn Community Forest Corporation to make application to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development for a Community Forest Licence and subsequently oversee the operations of a the Spelkúmtn Community Forest.

Initially an Interim Board was appointed that was made up of the Mayor Richman, Councillor Craddock and the Village's Chief Administrative Officer with representation from Lil'wat being Chief Dean Nelson, Councillor Maxine Joseph and Chief Administrative Officer Kerry Mehaffey. The role of the Interim Board was to facilitate the start up of the new Spelkúmtn Community Forest Corporation. This work was completed in the spring, 2023 and the partners issued an Expression of Interest for new Board members to represent both communities. Each partner appointed a member of their council to serve on the Board for a three-year term.

At the Regular Meeting No. 1851, held May 9th, 2023, Council appointed Councillor Nightingale to the Spelkúmtn Community Forest Board. There are no alternates required for this governing body. As this is a three- year appointment there is no requirement for the appointment to reaffirmed by resolution unless a change in appointment is being considered or required.

Association Membership:

Municipal Insurance Association of BC:

The Village is a member of the Municipal Insurance Association of BC (MIABC). As such, the Village must appoint two (2) members of Council (one voting and one non-voting member) to represent the Village at the MIABC Annual General Meeting, which is held each year during the Union of British Columbia Municipalities (UBCM) meeting in September.

In 2023, Councillor Craddock and Councillor Helmer were the Village representatives to MIABC.

The Village is required to confirm appointments by resolution each year.

Liaison to other entities (committees/boards):

In 2009, as a means of developing and supporting cooperation between jurisdictions and organizations, Council determined it would be productive to have a member of Council attend open meetings of other committees or organizations as means ensuring the Village is kept informed of initiatives or projects being undertaken in the community.

In the past, Council members have fulfilled this by attending meetings of the Pemberton Valley Dyking District (PVDD), Pemberton Valley Trails Association (PVTA) (if no one on Council was already a member of the organization) and the Signal Hill Elementary/Pemberton Secondary School Parent Advisory Committees. Attendance at other community committee meetings has also been dependent on individual Council member interests.

It should be noted that Council members attending these meetings are not appointments nor do they have any voting privileges as such they do not sit at the table as a board or committee member; rather Council members are in attendance as members of the public and observers.

In 2023, Council members expressed interest and attended the following Committee/Board meetings:

- Pemberton Valley Dyking District (Councillor Craddock)
- Pemberton Valley Trails Association (Councillor Nightingale)
- SLRD Agricultural Advisory Committee (Councillor Ramsden)
- Tourism Pemberton (Councillor Craddock)
- Pemberton Arts Council (Councillor Nightingale)

It is recommended that Council members confirm if they wish to attend the above noted meetings in a liaison capacity for 2024.

COMMUNICATIONS

Upon confirmation of appointments, correspondence is sent to those organizations/groups that require an appointment by resolution advising who the Village representative will be and providing contact information as appropriate.

The committee appointment list will be posted on the Village website and committee appointments will be added to each Council member's biography.

LEGAL CONSIDERATIONS

Establishing Committees and appointing representatives to committees meets with legislation outlined in the *Community Charter* as noted above and the *Village of Pemberton Council Procedure Bylaw*.

IMPACT ON BUDGET & STAFFING

This report was prepared in-house and is incorporated as part of the regular routine of the Corporate & Legislative Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts to facilitate the committee appointments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The appointment of members of Council to Committees, joint Committees or Boards of other jurisdictions is not uncommon and supports intergovernmental relations.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council provide direction with respect to the 2024 Acting Mayor Schedule;

AND THAT Council review the 2023 Committee Appointment Listing, advise and make appointments for 2024 as required by resolution for the following:

- Parcel Tax Review Panel
- Emergency Planning & Operations Committee
- Cemetery Committee
- Squamish-Lillooet Regional District Board
- Pemberton Valley Utilities & Services Committee
- Pemberton Lillooet Treaty Advisory (PLTAC)
- Sea to Sky Hospital District Board
- Pemberton & District Library Board
- Municipal Insurance Association of BC (MIABC)

AND THAT Council provide direction with respect to the liaison to other entities.

ATTACHMENTS:

Appendix A: 2023 Council Committee List

Prepared by:	Ethan Fredeen, Acting Manager of Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

2023 VILLAGE OF PEMBERTON COMMITTEES & LIAISON

Approved by Council – Inaugural Council Meeting No. 1570, Tuesday, November 1, 2022;
 Updated Regular meeting No. 1582, Tuesday, May 9, 2023
 Updated Special Council Meeting No. 1583, Tuesday, May 23, 2023

COMMITTEE/BOARD	CHAIR/COUNCIL REPRESENTATIVE	ALTERNATE/OTHER	STAFF/OTHERS
Committee of the Whole Finance Airport Public Works/Parks Fire Governance Recreation Policy	Chair – Mayor or Acting Mayor Council & CAO		
Parcel Tax Review Panel <i>meets once a year as required</i>	Ted Craddock Jennie Helmer Laura Ramsden		
Emergency Planning & Operations Committee (established by Bylaw No. 539, 2004)	Laura Ramsden	Jennie Helmer	CAO Emergency Prog. Co. Fire Chief Mgr. Fin Mgr. DS Mgr. Ops
Community Wildfire Resiliency Plan Committee (Established April 26, 2022/ends early 2023)	Ted Craddock	Alternate Not Required	Adam Malpus
STANDING COMMITTEE - None			
WORKING COMMITTEE - None			
COMMUNITY COMMITTEE			
Cemetery Committee - Legion	Katrina Nightingale	Jennie Helmer	
JOINT COMMITTEES (INTERGOVERNMENTAL)			
NuKwanTwal Intergovernmental Relations Committee (Subcommittee of NuKwanTwal)	Mike Richman	Alternate Not Required	Executive Assistant
Pemberton Valley Emergency Management Committee (PVEMC) (Subcommittee of NuKwanTwal)	Mike Richman	Alternate Not Required	CAO Emergency Program Coordinator
Regional Economic Development Collaborative	Laura Ramsden	Katrina Nightingale	Village Planner
Sea to Sky Regional Transit Commission/Committee	Mike Richman	Alternate Not Required at this time	CAO
Joint Wellness Committee – Graduating Student Bursary Review	Laura Ramsden <i>(Spc Mtg 1583, May 23, 2023)</i>		
BOARD APPOINTMENTS			
Squamish-Lillooet Regional District (SLRD)	Mike Richman	Katrina Nightingale	
Pemberton Valley Utilities & Services Committee (PVUS)	Mike Richman	Laura Ramsden	CAO, Finance Manager, Recreation Services Manager (as required)
Pemberton Lillooet Treaty Advisory (PLTAC)	Mike Richman	Katrina Nightingale	
Sea to Sky Regional Hospital District Board	Mike Richman	Katrina Nightingale	
Pemberton & District Library Board	Katrina Nightingale	Laura Ramsden	
Municipal Insurance Association of BC (MIABC)	Ted Craddock	Jennie Helmer	
Spełkúmtn Community Forest Board	Katrina Nightingale <i>(Mtg No. 1581, May 9, 2023)</i>	Alternate Not Required	
LIAISON TO OTHER COMMITTEES/BOARDS			
Pemberton Valley Dyking District (PVDD)	Ted Craddock	Alternate Not Required	
Agricultural Advisory Committee (SLRD)	Laura Ramsden	Alternate Not Required	
Pemberton Valley Trails Association (PVTA)	Katrina Nightingale	Alternate Not Required	
Pemberton Arts Council – new	Katrina Nightingale	Alternate Not Required	
Tourism Pemberton (TP)	Ted Craddock	Alternate Not Required	
ACTING MAYOR			
December, January, February	Ted Craddock		
March, April, May	Jennie Helmer		
June, July, August	Katrina Nightingale		
September, October, November	Laura Ramsden		
Mayor is ex officio member of all committees. Chair is in Bold if one has been established.			
All Councilors are welcome to attend any committee meetings.			

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Scott McRae, Manager of Development Services

Subject: Request for Fee Waiver – Sea to Sky Community Services Harrow Road Affordable Housing Project

PURPOSE

The purpose of this report is to seek direction from Council on a request for fee waiver received from Sea to Sky Community Services (SSCS) for the Harrow Road Affordable Housing project. A formal request has been received requesting the Village to support the project by waiving development related fees.

BACKGROUND

Housing affordability has become one of the top concerns of communities across Canada. All levels of government are responding to the issue by adjusting policy and incentivizing the provision of affordable housing. Local governments have responded to the issue by granting land to affordable housing projects, expediting the planning process, and waiving fees. In the Village of Pemberton's Age-Friendly Affordable Housing Action Plan, purpose-built rentals were included in the definition of affordable housing in recognition of the significant shortfall of primary market rental tenure within the village, as well as the stabilizing influence that more purpose-built rental tenure units would bring to the housing system in Pemberton.

At Council Meeting No. 1558, held on April 5, 2022, Council adopted Fees and Charges Bylaw No. 905, 2021, Amendment (Fee Waiver) Bylaw No. 923, 2022. The amendment is intended to give Council the ability to waive development, service connection, and building permit fees on affordable housing projects. The amendment added the following statements to Schedules G (Development Procedures), N (Public and Private Sewer Usage Connection), R (Water Service Connections and Outdoor Water Use), and T (Building):

2 (1) Council may by resolution, waive, reduce, or refund any Schedule (G/N/R/T) fees and charges when the applicant seeks approval for:

- (a) not-for-profit or affordable rental housing, including supportive living housing;*
- (b) not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;*
- (c) for-profit affordable rental housing; or*

(d) *development for use by a not-for-profit society, provided that the use by the not-for-profit society is maintained over time.*

2 (2) *Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.*

At Council Meeting No. 1561, held on May 17, 2022, Council approved the Fee Waiver Policy for Eligible Developments, attached as **Appendix A**. The purpose of the policy is to ensure that requests for fee waiver meet specific criteria:

- The development of rental or supportive living dwelling unit(s) by a not-for-profit, community service, or government agency with a mandate to provide affordable or supportive living housing
- The principal use meets Council's objectives and strategic priorities respecting Affordable Housing or other community needs
- Compliance with Village policies, plans, bylaws, and regulations (ie. Business licencing, zoning, building, etc.)

The policy lays out eligibility criteria for projects to be considered for fee waiver as well as a procedure for Staff to follow when a request is received. The procedure outlines the information that must be received as part of the request for fee waiver, including a rationale letter summarizing the details of the community benefit and financial statements of non-profit applicants. The policy states that direct costs to the Village, such as contractor and consultant fees incurred as part of a project review, will not be eligible for waiver and will still be recovered from the applicant. The policy also makes clear that Council at their sole discretion may grant any percentage of fee waiver up to 100% of the total requested.

At the Special Council Meeting No. 1562, held on May 19, 2022, Council adopted Development Cost Charge (DCC) Amendment (Affordable Housing Waiver/Reduction) Bylaw No. 930, 2022 to enable exemptions and reductions for affordable housing development. Specifically, the amendment created new definitions for eligible developments that would be considered for a fee waiver, delegated the power to waive or reduce a DCC for an eligible development to the Building Official for building permit applications which would otherwise trigger payment of DCC, and enabled the Village to waive entirely the payment of DCC's for each dwelling unit in eligible developments that meet the definition of "*eligible development - not for profit.*" The amendment made no provisions for the waiver of DCC's payable for commercial or institutional development.

DISCUSSION & COMMENTS

On June 28, 2022, the Village received a request for fee waiver from SSCS for the Harrow Road Affordable Housing project. SSCS requested the following support from the Village for their affordable housing project:

- Reimbursement of development application fees
- Waiving of Development Cost Charges (DCCs)
- Waiving of Building Permit fees
- Waiving of Sewer and Water connection fees

The project will be considered for fee waiver as a non-profit affordable housing project. Affordability will be maintained for the life of the building through a housing agreement adopted by bylaw and registered on title. The rationale letter, attached as **Appendix B**, outlines SSCS's history in the community, highlights its current contributions, and describes its future direction in Pemberton. The letter identifies that the proposed building would become SSCS's permanent base of operations in the community. It explains that the project is being funded by BC Housing's Community Housing Fund. The letter includes an attachment detailing the project's rental rates and proportion of units assigned to each tier of affordability. Broadly, the proportions are 30% market rental units, 50% rent geared to income, where a household pays 30% of pre-tax income as rent, and 20% deep subsidy, which are intended for households on income assistance or Old Age Security/Guaranteed Income Supplement (OAS/GIS).

Council has discretion to grant fee waivers up to 100% of the amount payable in accordance with the Fee Waiver Policy for Eligible Developments. The table below summarizes the actual fee amounts being requested to be waived or refunded for Council's consideration. The applicant has already paid the development application fee (\$35,350) so this amount would be refunded to the applicant should Council opt to waive 100% of the fees. The building permit fees (\$250,833) are due now but have not been collected from the applicant. The water and sewer connection fees (\$25,200) will be payable in future once the project applies for connections. For clarity, all costs associated with consultant and contractor time spent on the project will be recovered from the applicant in accordance with the Fee Waiver Policy for Eligible Developments and the Village's Fees and Charges Bylaw No. 905, 2021.

Development Application Fees	\$ 35,350	PAID – consideration of refund
Building Permit Fees	\$ 250,833	DUE – consideration of waiver
Water and Sewer Connection Fees	\$ 25,200	FUTURE – consideration of waiver
Total	\$ 311,383	

Should Council elect to waive the development application fees (or a portion thereof), a cheque would be provided by the Village to serve as a refund. Development and building fees collected in 2023 have considerably exceeded the amount budgeted so a refund is not anticipated to cause issues. Should Council elect to waive the building permit fees (or a portion thereof), the current invoice will be revised or cancelled. Should Council elect to waive the water and sewer connection fees (or a portion thereof), staff will act accordingly. As stated in the Fee Waiver for Eligible Developments policy and noted above, fees collected to offset consultant services related to the application will not be waived.

SSCS has completed affordable housing projects with the District of Squamish supporting the projects by donating land, waiving fees, and providing an expedited development review process. The Village of Pemberton does not own suitable vacant land to host a project of this nature. The Village is already supporting the project by prioritizing the development review process.

For Council's information, the Development Cost Charges (DCCs) that would be payable on the project are eligible for waiver by the Building Official in accordance with the Development Cost Charges Bylaw 723, 2013 as amended.

This project will be expected to address direct costs related to the development like any other applicant. All known and unknown onsite and offsite costs related to the development of the site will be the responsibility of the developer and their funding partners. This includes, but is not limited to preload, site grading, drainage works, and any and all upgrades to infrastructure that may be required to provide adequate capacity for the new residents.

COMMUNICATIONS

The fee waiver procedure does not require a communications element.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

Waiving fees related to development is typically considered foregone revenue. In this instance, because of operational decisions made to support procedural fairness and transparent decision making, the waiver may result in a refund of previously collected fees and therefore create an incremental expense. Development Services staff time would normally be offset through development application and building permit fees and cost recovery. If these fees are waived, the cost of staff time associated with the project will not be recovered. This is not expected to have a negative impact on department budgets due to the volume of development and building fees collected this year greatly exceeding the amount budgeted.

INTERDEPARTMENTAL IMPACT & APPROVAL

As stipulated in the Fee Waiver for Eligible Developments policy, this request for fee waiver has been reviewed by the Finance Department.

Interdepartmental Approval by:	Thomas Sikora, Manager of Finance
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COMMUNITY CLIMATE ACTION PLAN

The waiving of fees for this project has no direct connection to the Community Climate Action Plan Actions.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This project has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Option One: THAT Council grant 100% of the fees requested for refund and waiver by Sea to Sky Community Services as part of the Harrow Road Affordable Housing project.

Option Two: THAT the fee waiver request by Sea to Sky Community Services as part of the Harrow Road Affordable Housing project be referred to staff to address the following considerations:

- {...}

RECOMMENDATION

THAT Council provide direction.

ATTACHMENTS:

Appendix A: Fee Waiver Policy for Eligible Developments

Appendix B: Letter dated June 28, 2022 RE: Harrow Road Project – Fee Waiver

Submitted by:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Fee Waiver Policy for Eligible Developments

Department:	Finance Development	Policy No.:	FIN-008
Sub-department:	Services	Created By:	Scott McRae
Approved By:	Council	Amended By:	
Approved Date:	May 17, 2022	Amendment Date:	
Meeting No.:	1561	Meeting No.:	

POLICY

The Village of Pemberton recognizes the value of organizations and groups that provide beneficial development, programs, and services to the Village. A fee waiver is a means for Council to support and incentivize developments within the community that further Council's strategic priorities and overall objective to enhance the community's quality of life.

POLICY PURPOSE

The purpose of this policy is to ensure that organizations applying for a fee waiver meet specific criteria; that the application process is consistent; and those eligible developments that are granted fee waivers align with the goals, policies and general operating principles of the Village.

Municipal revenues are limited. Therefore, a request for a fee waiver must be considered in concert with other needs of the Village. Fees that are collected to defray direct costs to the Village, such as fees collected for recovery of the cost of contracted services, will not be eligible for fee waiver.

Council must weigh forgone revenue as part of considering a fee waiver request. Council at its sole discretion may grant varying percentages of fee waivers up to 100% of the fees payable.

ELIGIBILITY CRITERIA

Eligibility for consideration of fee waivers shall be based on the potential community benefit of the project, as determined by Council. To be eligible for a fee waiver, an organization must meet the eligibility criteria outlined below. At Council's discretion, any of the following criteria requirements may be waived.

Eligibility requirements for developments proposed by not-for-profit organizations are:

- The development of rental or supportive living dwelling unit(s) by a not-for-profit, community service, or government agency with a mandate to provide affordable or supportive living housing
- A project that is developed by a not-for-profit, community service, or government agency and will provide services supporting the well-being of the community

Eligibility requirements for developments proposed by for-profit organizations are:

1. A Housing Agreement established by bylaw and registered on title that has been agreed to with the Village of Pemberton, which specifically includes a prohibition on strata-titling for a period of not less than 10 years. As Housing Agreements are typically completed in the later stages of the

process, for-profit developments will be required to pay fees up front which will be refunded if Council grants a fee waiver

Additional criteria for eligibility are:

- The principal use meets Council's objectives and strategic priorities respecting Affordable Housing or other community needs
- Compliance with Village policies, plans, bylaws, and regulations (ie. Business licencing, zoning, building, etc.)

PROCEDURE

1. Council will consider an application for fee waiver upon receiving a formal request from an organization that has applied for a development procedure or building permit.
2. Each application must include the following:
 - a) Detailed rationale letter including as applicable:
 - i) Description of programs/services/benefits delivered on the subject lands/improvements including participant numbers, volunteer hours, fees charged for participation
 - ii) Benefits to the community including number of units, pricing of units, etc.
 - b) Copy of financial statements for last three (3) years or most recent available financial statements for not-for-profit projects.
 - c) Proof of British Columbia registered charity or non-profit Society, if applicable
 - d) Copy of Registered Charity or Non-Profit Information return for previous year, as applicable, and
 - e) Other information as requested.
3. The application will be reviewed for completeness by the Development Services Department.
4. Development Services staff will contact the applicant for additional information as necessary.
5. Development Services staff will prepare a report to Council with interdepartmental approval from the Finance Department which includes:
 - a) The details of the eligible development, including eligibility category, number of housing units, or specifics on community services offered, as applicable.
 - b) A list of all fees that would normally be applicable to the eligible development.
 - c) Any other pertinent financial details, including a sum of all fees that are under consideration for waiver.
 - d) An impact analysis which describes any budget implications for the Village.
6. The Fee Waiver report will be presented to Council for their consideration.
7. A representative from the organization seeking a fee waiver must attend the Council Meeting at which the fee waiver is being considered.



June 28, 2022

Village of Pemberton
Development Services
7400 Prospect Street
Pemberton, BC V0N2L0

RE: Harrow Rd Project - Fee Waiver

Dear Mr. McRae,

Sea To Sky Community Services (SSCS) is a charitable organization established in 1978 whose mission is to provide high quality programs throughout the Sea to Sky Corridor that enhance the lives of residents at every age and stage of life. The organization offers early childcare development and education, social supports, mental health services, and affordable housing for low to moderate earners.

In 1992, SSCS opened a small office in downtown Pemberton. Today, SSCS operates 32 programs locally in Pemberton serving 2,241 individuals. We invest \$2million (2022 budget) in programs and services in Pemberton and currently employ 15 full-time employees.

The organization is looking to expand its current program space and housing services to Pemberton and is pleased to present an application for a new 5-storey, 63-unit affordable rental building on the corner of Harrow Rd. and Highway 99. The proposed building includes 9,000 square feet of commercial space on the 1st floor with residential on floors 2-5. The ground floor commercial space will consist of two market commercial units and approximately 7,000 square feet of community service space to be programmed by SSCS. The project is being funded by BC Housing's Community Housing Fund and will offer units at affordable rates that are geared to seniors, people with disabilities, and low-income individuals and families. (See attachment 1 for a table of rental rates.) The rezoning and development permit applications have been submitted to the Village and are currently undergoing municipal review.

SSCS is currently seeking support from the Village by way of the following:

- Reimbursement of development application fees
- Waiving Development Cost Charges

- Waiving Building Permit Fees
- Waiving the sewer and water connection fees.

SSCS is looking forward to further engaging with the community on this important project and is committed to working with the Village of Pemberton through the process.

If you have any questions, do not hesitate to contact Jessie Abraham, at:

[REDACTED]

Sincerely,

[REDACTED]

Jessie Abraham
Director of Housing
Sea to Sky Community Services
Phone: [REDACTED]

[REDACTED]

Cc: Mark Barsevskis, Planner, VOP
Casey Clerkson, CPA Development Consultants
Devon Harlos, CPA Development Consults

Attachment 1: Rental Rate & Eligibility Table

Attachment 1: Rental Rates & Eligibility

30% Market Rents (Based on 2021 market rent rates)

Rental cost:

- 1 Bedroom: \$1,400/month
- 2 Bedroom: \$2,000/month
- 3 Bedroom: \$2,500/month

Eligibility:

- Household income up to \$77,430 for units with 1 bedroom
- Household income up to \$120,990 for units with 2 and 3 bedrooms

50% Rent-Geared-to-Income

Rental cost:

- Tenants pay 30% of (before tax) household income towards rent.
- Example: 2 Bedroom household earning \$3,000/month pays \$900/month
- Income verification required once per year; rents change based on income.

Eligibility:

- Household income up to \$52,500 for units with 1 bedroom
- Household income up to \$58,000 for units with 2 bedrooms
- Household income up to \$69,500 for units with 3 bedrooms

20% Deep Subsidy

Rental cost:

- 1 Bedroom: \$375/month
- 2 Bedroom: \$570/month
- 3 Bedroom: \$660/month
- (Low-income households including those on Income Assistance or OAS/GIS.)

Eligibility:

- Household incomes up to \$19,813 for 1-bedrooms
- Household incomes up to \$26,400 for 2-bedrooms and 3-bedrooms

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Cameron Adams, Fire Chief

Subject: Triple Combination Pumper Truck Contract Award

PURPOSE

The purpose of this report is to seek Council's approval in awarding the contract for the purchase of one Triple Combination Pumper Truck to Fort Garry Fire Trucks and to request Council direct staff to prepare a loan authorization bylaw for consideration along with the establishment of an Alternative Approval Process (AAP) to seek the approval of the electorate to borrow the funds.

BACKGROUND

The Fire Underwriters Survey (FUS) establishes insurance gradings for North America which in turn determines the annual fire insurance rates for area residents. A component of establishing this grading is consideration of the age of apparatus being used by the Fire Department. In this regard, Engine Ten will be twenty-nine (29) years old in 2025 and as per the FUS Grading determination this will result in a decrease in the Public Fire Protection Classification (PFPC) from FUS which in turn will directly affect insurance ratings adding cost to residents.

The National Fire Protection Association (NFPA) is a widely recognized organization that establishes standards and codes related to fire safety, including those governing fire department apparatus. NFPA standards provide guidelines for various aspects of fire department operations, equipment, and procedures to ensure the safety of both firefighters and the public. Replacing fire department apparatus based on NFPA standards is essential for several reasons:

1. **Operational Efficiency:** NFPA standards help fire departments maintain a high level of operational efficiency. As technology and engineering practices evolve, newer apparatus may offer improved capabilities, features, and functionalities that enhance firefighting and rescue efforts. Replacing outdated equipment with newer models can lead to faster response times, more effective firefighting, and better incident management.
2. **Safety of Firefighters and the Public:** Fire department apparatus must adhere to NFPA safety standards to ensure the well-being of firefighters and the public they serve. Outdated or poorly maintained equipment can pose serious safety risks during emergencies. Newer apparatus will incorporate advanced safety features, ergonomic designs, and enhanced materials that reduce the likelihood of accidents and injuries.
3. **Reliability and Performance:** Firefighters rely heavily on their apparatus to perform effectively in high-stress situations. NFPA standards outline maintenance and testing protocols, but over time, even well-maintained equipment can experience wear and tear. Regularly replacing apparatus according to NFPA recommendations helps maintain

optimal performance levels, ensuring that firefighters can trust their equipment to function reliably when needed most.

4. **Technological Advancements:** The field of firefighting technology is continually advancing. Newer fire apparatus will often incorporate innovations such as improved water delivery systems, better communication tools, advanced thermal imaging cameras, and more. By replacing older apparatus with technologically up-to-date models, fire departments can harness these innovations to enhance their firefighting capabilities and response effectiveness.
5. **Compliance with Regulatory Standards:** Many fire departments rely on grants, funding, and insurance that require compliance with NFPA standards. Using outdated or non-compliant apparatus can jeopardize eligibility for such support. Replacing equipment based on NFPA guidelines helps ensure that fire departments meet the necessary requirements to access funding and maintain regulatory compliance.
6. **Community Confidence:** A well-equipped fire department instills confidence in the community it serves. Up-to-date apparatus demonstrates a commitment to public safety and a proactive approach to emergency response. This can lead to increased public trust and support for the fire department's efforts.
7. **Cost-Efficiency:** While acquiring new fire apparatus involves costs, the long-term benefits can outweigh initial expenses. Newer equipment is often more fuel-efficient, requires less maintenance, and experiences fewer breakdowns compared to older models. Over time, these factors can lead to cost savings in terms of fuel, repairs, and operational downtime.

In summary, replacing fire department apparatus based on NFPA standards is crucial for maintaining operational efficiency, ensuring the safety of firefighters and the public, leveraging technological advancements, complying with regulations, building community confidence, and achieving long-term cost-efficiency. By following NFPA guidelines for apparatus replacement, fire departments can uphold their mission of protecting lives and property effectively during emergencies.

In addition to the reasons noted above, replacing fire department apparatus based on NFPA standards is also vital in meeting the requirements set forth by the Fire Underwriters Survey (FUS). FUS assess the firefighting capabilities and resources of a community, influencing insurance rates and coverage for properties within that jurisdiction. Below outlines how adherence to FUS requirements ties into the importance of apparatus replacement:

1. **Favorable Insurance Rates and Coverage:** Fire underwriters surveys evaluate various factors, including the condition and capabilities of the local fire department, when determining insurance rates for properties. A well-equipped fire department with up-to-date apparatus that complies with NFPA standards is more likely to receive favorable ratings from underwriters. This, in turn, can lead to lower insurance premiums for property owners and businesses within the community, as well as more comprehensive coverage options.
2. **Enhanced Fire Suppression Capabilities:** Fire underwriters surveys assess a community's ability to effectively suppress fires. By replacing fire department apparatus according to NFPA standards, a fire department can demonstrate its commitment to maintaining a high level of fire suppression capability. Upgraded equipment with advanced features can lead to improved fire control and faster extinguishment, which aligns with FUS requirements and can positively impact underwriters' assessments.

3. **Timely Emergency Response:** Fire underwriters surveys consider response times and the availability of appropriate firefighting resources when evaluating a community's fire protection readiness. NFPA-compliant apparatus that is regularly replaced helps ensure that firefighters have access to reliable, well-maintained vehicles and equipment. This, in turn, contributes to meeting FUS requirements related to rapid and effective emergency response.
4. **Positive Community Rating:** Fire underwriters surveys often consider the overall commitment of the community to fire safety and prevention. A fire department that proactively replaces its apparatus in line with NFPA standards demonstrates a dedication to maintaining a high level of readiness. This commitment can result in a positive impact on the community's fire protection rating, which is a key factor considered by underwriters.
5. **Risk Mitigation and Loss Prevention:** By adhering to NFPA standards and replacing outdated apparatus, a fire department can contribute to reducing the risk of significant property losses due to fires. Fire underwriters surveys are concerned with minimizing potential losses, and well-maintained, modern equipment plays a crucial role in effective fire prevention, suppression, and mitigation efforts.

Incorporating the requirements of FUS into the consideration of apparatus replacement reinforces the importance of maintaining a well-equipped and capable fire department. By aligning with both NFPA standards and FUS criteria, fire departments can establish a comprehensive approach to fire protection that benefits the community, enhances safety, and potentially leads to more favorable insurance terms for property owners.

In anticipation of the need to replace Engine 10, PFR established a Truck Committee to develop a request for proposal (RFP) that incorporated the needs of PFR as well as the community. The RFP was issued on BC Bid in the spring and closed in July. The Village received only one bid from Fire Power/Fort Garry Fire Trucks. Notably, other suppliers declined to produce a bid, despite engagement, discussion, and requests from the Fire Chief to submit a proposal. With only one bid received, staff worked with Fort Garry on details of the contract and are now ready to make a recommendation to award the contract.

DISCUSSION & COMMENTS

The purchase of a new Triple Combination Pumper Truck ("Pumper Truck") is recommended to replace Engine 10 which is a 28-year-old 1995 Freightliner FL80. Engine 10 was built in 1995 and as noted above is due for retirement in 2025 as it is at the end of its maximum number of years of service, surpassing the recommended 20-year service life. Unfortunately, the equipment and safety features are outdated, it no longer meets current emissions standards and there has been equipment failure which raises safety concerns.

A new Pumper Truck will meet current safety standards and emission regulations. It will enable PFR firefighters to provide improved response service and enhance wildland/urban interface capability. The replacement Pumper Truck will also add additional fire flow capacity of over 200 gallons per minute to the fire service area. These are important elements which will support PFR in continuing to meet the continually expanding needs of the community.

As above, the Village has followed the open BC Bid process and received only one quote, in the amount of \$776,140, for the purchase of the Triple Combination Pumper Truck from Fort Garry Trucks. Fort Garry has a favorable track record, and the Village has had the opportunity to work

with them previously when purchasing Engine 1. The Village has been very pleased with the service and product provided.

The cost of the Pumper Truck has been established at \$776,140 exclusive of taxes, plus 10% contingency, for a total authorization of up to \$853,754 before taxes. A new Pumper Truck has been included in the Budget and Five-Year Plan but will require the Village to borrow funds to facilitate the purchase. The anticipated build schedule spans two years, with chassis first complete in 2024 and the chassis payment due in full upon receipt at the Manufacturer's facility. Subsequent completion and delivery of the truck will occur approximately twenty months later, at which point the balance of the payment will be due.

Currently, staff are seeking Council's approval to award the contract for a new Triple Combination Pumper Truck, at a total cost of \$853,754 before taxes, and to direct staff to prepare a loan authorization bylaw and prepare to initiate an Alternative Approval Process (AAP) to seek the approval of the electorate to borrow the funds.

COMMUNICATIONS

There are no communications requirements at this stage in the process; however, upon completing the first three readings of the loan authorization bylaw and Council's direction to proceed with an Alternative Approval Process (AAP) there are legislated requirements to provide notice pursuant to the *Community Charter*.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

As noted above, the borrowing has been included in the 2023 – 2027 Five Year Financial Plan and can be accommodated.

It is estimated that the cost to undertake an Alternative Approval Process will be \$2,000 to cover the costs associated with administering the AAP and advertising as per the requirements of the *Community Charter*.

Future budget discussions may recommend a portion of the purchase being financed through reserves.

INTERDEPARTMENTAL IMPACT & APPROVAL

Should council support the contract award and request to move forward with a loan authorization bylaw the Finance Department will be required to prepare the bylaw and Corporate & Legislative Services will facilitate the alternative approval process. This work can be accommodated as part of the department workplans.

COMMUNITY CLIMATE ACTION PLAN

The Purchase of a new Triple Combination Pumper Truck will result in the retirement of Engine 10 that does not meet current emissions management requirements. As a result, this initiative will help the Village achieve its goal to reduce territorial GHG emissions by 50% below 2007 levels by 2030.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Borrowing funds to facilitate the purchase of the Triple Combination Pumper Truck will impact the service areas of Electoral Area C of the SLRD. The acquisition of the new truck will ensure that the Pemberton Fire Rescue is able to maintain and improve upon its current level of service to the Village and those areas within the Fire Service District. It will also ensure that insurance rates remain affordable.

The truck will serve all communities involved as part of the Village of Pemberton Fire and Rescue Service.

ALTERNATIVE OPTIONS

There are no suggested alternative options at this time.

RECOMMENDATIONS

Recommendation One: THAT Council award the contract for the purchase of one Triple Combination Pumper Truck, in the amount of \$776,140 (exclusive of taxes), to Fort Garry Fire Trucks in accordance with their proposal submission.

Recommendation Two: THAT Council direct staff to prepare a loan authorization bylaw, for an amount not to exceed \$853,754, and facilitate the required financial borrowing process.

APPENDIX:

Appendix A: Fire Apparatus Replacement Power Point Presentation

Prepared by:	Adam Malpus, Deputy Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



FIRE APPARATUS REPLACEMENT

TRIPLE COMBINATION
PUMPER

PRESENTATION OVERVIEW

1. *FUS REQUIREMENTS AND CURRENT RATING*
2. *RFP PROCESS*
3. *CURRENT APPARATUS INFORMATION*
4. *PROPOSED REPLACEMENT BENEFITS*
5. *BUDGET IMPACTS*
6. *RECOMMENDATION*



Fire Underwriters Survey (FUS) REQUIREMENTS AND CURRENT RATING

- FUS measures the ability of a fire department against the risk of fire likely to occur within a community
- FUS examines the entire program of the community's fire defence in order to assess and grade the overall program.
- Some areas within a FUS grading that carry substantial weight
 - Type and number of apparatus
 - The condition and age of fire apparatus and fire suppression equipment
 - The type of apparatus and ancillary equipment for the hazards present
 - Pumping capacity
 - The type of staffing (i.e. career firefighters vs. volunteers)
- FUS recommends that fire apparatus be replaced at 20 years of age and will not award any ratings after 30 years of age.

SUB DISTRICT(S) and (contract protection areas)	PFPC Previous	PFPC 2020	COMMENTS
Village of Pemberton	7	5	Hydrant Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton fire station and within 150 m in hose lay of a recognized hydrant on a Village of Pemberton water distribution systems.
	9	9	Fire Hall Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton fire station but not within 150 m of hose lay of a recognized hydrant.
	10	10	Unprotected - Commercial Lines insured properties not within 5 km in road travel distance of the Pemberton fire station.]

RFP PROCESS

- Apparatus specifications were developed through a truck committee with considerations of community needs and budget.
- An RFP with those specifications was developed and published on BC Bid which closed on July 14th 2023
- The RFP was awarded to Fire Power/Fort Garry Fire Trucks (FGFT), this was the only bid received

FIRE POWER
emergency apparatus



CURRENT APPARATUS

- 1995 Freightliner FL80 28 years old
- No Emissions Management
- Experiencing equipment failure
- Lack of standard safety features,
- No airbag system, lap belts in rear seat
- Will no longer receive FUS credit due to age





PROPOSED REPLACEMENT BENIFITS

- 2024 Freightliner M2 106 4X4
- Meets current emission regulations
 - Up to date safety standards
 - Improved scene lighting
 - Improved cabinet space
- Improved wildland/urban interface capability
- Warranty:10-year paint, 20-year corrosion, 5-year chassis

BUDGET IMPACTS

- Triple Combination Pumper proposal price: \$776,140.00 plus 10% contingency
- Replacement has been included in 5-year plan
- Loan Authorization Bylaw and Alternative Approval Process required
- Municipal Finance Authority (MFA) borrowing
- Chassis payment required on delivery to FGFT
- Remaining cost due on completion

RECOMMENDATION

- **THAT** council award the contract for the purchase of one Triple Combination Pumper, in the amount of \$776,140 (exclusive of taxes), to Fort Garry Fire Trucks in accordance with their proposal submission.
- **THAT** staff be directed to prepare a Loan Authorization Bylaw and facilitate the required financial borrowing process

Date: Tuesday, November 21, 2023

To: Elizabeth Tracy, Chief Administrative Officer

From: Adam Malpus, Deputy Fire Chief

Subject: OFC/FCABC Live Fire Training Centre Grant Application

PURPOSE

The purpose of this report is to seek Council's support for the application submitted to the Fire Chiefs Association of BC (FCABC) and the Office of the Fire Commissioner (OFC) for funding, in the amount of \$340,000, to establish a live fire training centre in Pemberton.

BACKGROUND

Pemberton Fire Rescue (PFR) has established a training base located at 100-1850 Airport Road. The training base is an important asset that enables Pemberton Fire Rescue (PFR) to facilitate fire training in various ways including vehicle extraction, Search and Rescue, and Live Fire Simulation. Also located at the site is a cold smoke building, built in 2016. The cold smoke building is used to simulate low visibility conditions firefighters will experience when entering an involved building in a safe manner void of hazardous smoke.

However, to train with any live fire PFR currently utilizes a very outdated steel structure (retired train car) that is not up to standards for certification. Due to this, PFR sends members away to attain their training at a significant cost. PFR has applied, and been shortlisted, for funding which has been made available to the FCABC and OFC from the Province, to build a 3-storey burn structure with a state-of-the-art propane fire simulator. The addition to the new training facility will allow members to be certified in-house. The use of propane will also reduce exposure to carcinogens as it will no longer be necessary to burn wood pallets for simulation.

DISCUSSION & COMMENTS

Fire Departments across the province were invited to submit applications for Class B fuel live fire training props (burn structure). Given the need for improvements to the existing training base, Pemberton Fire Rescue applied to the Fire Chiefs Association of BC and Office of the Fire Commissioner funding stream, for a one-time capital investment, in the amount of \$340,000, for the design and construction of a new live fire training facility. A new live fire training facility will improve access to "live fire" training for both the Village and Lil'wat Nation structure fire services and will meet legislated training standards and further improve fire fighter safety by reducing exposure to hazardous carcinogens.

The project will include the design, build, and installation of a 3-storey live fire training structure at Pemberton Fire Rescue's training grounds located on Airport Road. This new structure will enable PFR members to have controlled hands-on training to meet minimum training standards.

Ultimately improving the quality of training and enhancing safety by improving skill competency and reducing some risk inherent with emergency response. This valuable training facility will also provide training opportunities for other local fire departments as PFR would support joint training exercises with an aim to establish a regional training base.

Annual operating and maintenance costs will be additional expenditures beyond this grant funding and details are provided below under Impact on Budget and Staffing.

Support of this grant application aligns with the Village of Pemberton's Strategic Priorities and Objectives.

- **Be Prepared:** This project will enhance the departments live fire training capabilities and improve emergency response.
- **Protect our Environment:** By transitioning to Class B Fuels (propane) from Class A Fuels (wood) emissions from training evolutions will be eliminated.
- **Cultivate Trust:** By offering training opportunities to our Indigenous Fire Service Partners to strengthen our relationships. A letter of support from Mount Currie Fire Chief, Marshall Ritchie was submitted with this grant application.

PFR has been advised that this project has been short-listed for funding and if successful it is necessary to provide the funders a resolution of support from Council. The funders have further advised that an announcement of the approved applications is forthcoming. As such, in anticipation that the Village's application will be endorsed, staff is seeking Council's support of the application. An update on the status of the grant will be provided at the meeting should the Village be advised as to the applications status.

COMMUNICATIONS

There are no required communications elements related to this initiative at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

Total project cost in 2024 is expected to be \$400,000. The \$340,000 grant is intended to directly support capital investments for the design and construction of a new live fire training props (structures) and structural fire simulator systems (fire). Future site investment to pave the remainder of the planned site training grounds would require an additional \$50,000 of site paving, for a total project budget of \$450,000. This balance would be proposed to be included in the 5-year plan.

The Village and its partners would be responsible for land, services, and facilities for the project, and the current site will meet the needs:

- Immediate investment of \$50,000 for preload and concrete works would be required in the 2024 Fire budget. Investment in the Training Grounds/site is a regular inclusion in the Capital Plan (example \$25,000 training ground fencing).

- Long term budget and plans to operate and maintain the props would be required to be in accordance with NFPA 1402 Standard on Facilities for Fire Training and Associated Props.
- Annual operating expenses are expected to be fully offset by training revenue and savings from external live fire certification requirements.
 - Annual operating expenses include a variable component, which would be geared to enrollment and subject to fuel cost.
 - Annual expenses are forecast to be between \$20,000 to \$40,000 to cover fuel, operating expenses, maintenance expenses, certifications, and insurance, and are expected to be fully offset by revenue.
 - Revenue is forecast between \$20,000 to \$40,000 per year (Max 7 courses per year with up to 10 attendees per session at \$1200 per attendee)
 - There would be a reduction in training expenses for the Village of Pemberton Fire Service, as the Service incurs a live fire training expenditure of \$12,000-\$16,000 annually.

There is foreign exchange rate risk embedded in \$128,200 USD of the quotations, with a rate of 1.4X used for budgeting purposes.

This project is currently unbudgeted and not included in the 5 Year Financial Plan.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

COMMUNITY CLIMATE ACTION PLAN

While this initiative does not align completely with the Climate Action Plan strategies, the new facility will utilize class B fuels such as propane instead of using pallets for simulating fire conditions.

As mentioned above, this structure will greatly reduce firefighters' exposure to hazardous smoke created when burning class A materials. A recent NIOSH (National Institute of Occupational Safety and Health) study identified that fire fighters have a 9% greater chance of being diagnosed with cancer and a 14% greater chance of dying from cancer than the general population. The addition of this structure and propane fire simulator eliminates unnecessary exposures for firefighters during training evolutions.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire response activities, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area. This facility upgrade is a benefit to the community and positively impacts the Squamish-Lillooet Regional District and Lil'wat Nation as a regional training facility.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council supports the application to the Fire Chiefs Association of British Columbia in partnership with the Office of the Fire Commissioner for grant funding, in an amount up to \$340,000 to build a live fire training facility at the Pemberton Fire Rescue training grounds.

Prepared by:	Adam Malpus, Deputy Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



BRITISH
COLUMBIA

VIA EMAIL

Ref: 62641

November 9, 2023

Their Worship Mike Richman
Mayor of the Village of Pemberton
Email: mrichman@pemberton.ca

Dear Mayor Mike Richman:

RE: New legislation to support local government housing initiatives

Over the past week, I have introduced several pieces of legislation to support local governments to get more homes built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Taken together, these changes are critical to getting more of the right kind of housing built in the right places to provide homes for British Columbians.

Last week, I introduced Bill 44, to support communities to deliver the homes people need quickly by allowing small-scale multi-unit housing across BC. These homes, including townhomes, triplexes, and secondary suites, can generally be built in a reasonable timeframe and blend more seamlessly into neighbourhoods. The legislation will apply to many areas of the province, and we anticipate it will allow up to 4 units in single-detached and duplex zones (or 3 depending on the size/type of lot) and up to 6 units permitted in single-detached and duplex zones close to bus stops with frequent service. It will also allow secondary suites or an accessory dwelling unit on single-detached lots throughout BC.

Bill 44 will also speed up the approvals process by moving away from spot zoning to ensure more comprehensive upfront planning and zoning to meet current and future housing needs. The changes include using a robust, standard methodology for calculating long-term housing needs for all Housing Needs Reports to ensure consistency across the

.../2

**Office of the
Minister of Housing**

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

province. Municipalities will also be required to update Official Community Plans (OCPs) and zoning bylaws to ensure their communities have sufficient land designated and zoned to meet long-term housing needs and continue to make these updates on a regular basis. The new legislation will also remove the option for local governments to hold public hearings for rezonings for housing projects consistent with OCPs.

Today, I announced new legislation, Bill 47, to support new housing to get built near high-frequency transit, and yesterday Bill 46, to ensure local governments have tools to collect amenity and infrastructure contributions outside of the re-zoning process.

Bill 47 will require local governments to designate areas near high frequency transit stations as 'TOD Areas.' TOD Areas are near SkyTrain stations and busy bus exchanges and are expected to be identified in 29 municipalities in BC. This is different from the 6-unit requirements in the small-scale multi-unit housing legislation which will focus on properties within 400 metres of bus stops with frequent service. TOD areas will include minimum levels of density, size, and dimension prescribed by regulation. Similar to implementing small-scale multi-unit housing requirements, local governments will have a comprehensive provincial policy manual to assist in making bylaw amendments consistent with the TOD legislation. Off-street parking spaces in TOD areas will be determined by the market; local governments will not be able to require off-street residential parking, other than spaces for other uses like commercial, spaces for disabled persons and loading spaces. These changes will help get more of the right kind of housing built in the right places to provide homes for British Columbians. A subsequent letter will notify the identified municipalities in December.

The new legislation will expand the scope of infrastructure for which Development Cost Charges (DCCs) can be collected to include fire protection facilities, police facilities, and solid waste facilities. It also allows local governments to collect DCCs for provincial highway infrastructure projects where there is a cost-sharing arrangement between the municipality and the Province.

The new Amenity Cost Charges (ACCs) tool will allow local governments to collect monetary and in-kind contributions for amenities (e.g., community centres, recreation centres, libraries) to support liveable communities in areas where new housing is going. This tool will provide certainty and transparency for local governments and developers.

.../3

Their Worship Mike Richman
Page 3

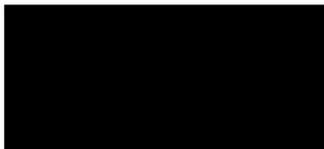
We are aware that local governments require tools and supports to facilitate the delivery of affordable housing in their communities. We are currently exploring policy options and additional tools, including the potential for inclusionary zoning, and I look forward to sharing more about this in the coming months.

I know that the new housing initiatives announced over the past week will take work to implement and require additional resources for your local government to meet the requirements. We have committed to \$51 million in funding for local governments to support planning and capacity to meet these new requirements. The funding will be allocated based on population and the volume of work needed because there are different requirements for municipalities and regional governments. The funding will be distributed in early 2024.

The Province has also provided another \$10 million for a second intake of the Local Government Development Approvals Program (LGDAP), managed by the Union of B.C. Municipalities (UBCM). This funding is in addition to the \$1 billion provided to local governments through the Growing Communities Fund to support the delivery of infrastructure projects needed to support increasing density.

The Ministry of Housing is committed to working together and supporting every community as we move forward with new approaches and new ways to deliver the housing supply our province needs. In the coming weeks, we will be providing policy manuals detailing the site-level specifications for small-scale multi-unit housing and TOD areas. Further guidance will be coming in the new year to support implementation of the development finance tools and pro-active zoning requirements. Ministry of Housing staff will be in touch with your administration in the coming weeks to provide more detail about the changes and about funding and educational support and opportunities.

Sincerely,



Ravi Kahlon
Minister of Housing

pc: Honourable Rob Fleming, Minister of Transportation and Infrastructure
Honourable Anne Kang, Minister of Municipal Affairs and Housing
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Elizabeth Tracy, Chief Administrative Officer, Village of Pemberton
(etracy@pemberton.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 44 Announcement: news.gov.bc.ca/releases/2023PREM0062-001706

Bill 46 Announcement: news.gov.bc.ca/releases/2023HOUS0063-001737

Bill 47 Announcement: news.gov.bc.ca/releases/2023HOUS0063-001748

From: Marilou Gauthier <[REDACTED]>

Date: October 29, 2023 at 7:45:42 PM PDT

To: Mike Richman <mrichman@pemberton.ca>, Jennie Helmer <jhelmer@pemberton.ca>, Katrina Nightingale <knightingale@pemberton.ca>, Laura Ramsden <lramsdn@pemberton.ca>, Ted Craddock <TCraddock@pemberton.ca>

Subject: Natural Gas?

Dear Mayor & Council,

I was wondering if in Pemberton, we are still using "green washing" terminology for fossil fuels?

I would agree that, if used, moving forward it would best best for the village of Pemberton to refer to "Natural Gas" as Fossil Gas.

It is a better reminder that "Natural Gas" is just as polluting as any other fossil fuel.

Source:

<https://www.reuters.com/article/us-usa-gas-climatebox-explainer-idUSKCN25E1DR>

Thank you,

Marilou Carswell

[REDACTED]

Pemberton, BC

[REDACTED]



Mayor & Council
Village of Pemberton
7400 Prospect Street
Pemberton, BC V0N 2L0

October 30, 2023

Dear Mayor & Council,

I am writing to express my strong support for the Village of Pemberton's consideration of opting into the new provincial legislation regarding short-term rentals. Although Pemberton is exempt as a result of our population being under the 10,000 threshold the Provincial government has made an allowance for smaller municipalities to opt in. This new legislation presents a unique opportunity to address critical issues in our community, and I believe that embracing these changes can bring numerous benefits to our village.

The rise of short-term rentals has undoubtedly had a significant impact on the character of our community. While they offer economic opportunities for homeowners and guests alike, they have also raised concerns related to housing availability, affordability, and the overall quality of life for permanent residents. As a concerned resident and business owner, I firmly believe that adopting the provincial legislation is the right step forward for several reasons:

1. **Affordable Housing:** The current situation has made it increasingly challenging for local residents to secure affordable housing due to the high demand of short-term rentals. By implementing the new legislation, we can regain control of our housing market, ensuring that it remains accessible to those who call Pemberton their permanent home.
2. **Community Preservation:** Pemberton is renowned for its sense of community, and it is imperative that we protect and nurture this environment. By opting into the provincial legislation, we can help maintain the strong sense of community that has a defining characteristic of our village for generations.
3. **Local Economy:** The new legislation offers the opportunity to regulate short-term rentals effectively. This can boost our local economy by ensuring that hosts and businesses pay their fair share of taxes while providing visitors with high quality accommodations and experiences.
4. **Enhanced Safety:** Regulations for short term rentals can help ensure that properties are safe and meet necessary standards, benefiting both guests and our community as a whole.
5. **Environmental Sustainability:** By controlling the number and location of short-term rentals, we can have a positive impact on our environment by reducing the strain on resources and infrastructure.
6. **Tourism Promotion:** By embracing the new legislation, we can proactively manage short-term rentals to promote tourism in a sustainable and responsible manner, attracting visitors who appreciate and respect our village.

I understand that this decision may involve complex considerations and challenges, but I firmly believe that it is in the best interests of our community. I urge you to carefully consider the long-term benefits and the welfare of our residents when making this important decision.

Please know that I am ready to support the Village of Pemberton in any way I can to facilitate the implementation of this legislation. I am more than willing to engage in any community-driven initiatives or discussions to ensure its successful integration into our local policies.

Thank you for your dedication to our community, and I trust you will make the right decision that serves the best interests of the people of Pemberton. I look forward to continued dialogue on this matter and am hopeful that our village will thrive as a result of this important decision.

Sincerely,

A black rectangular redaction box covers the signature area. A small blue scribble is visible above the top-left corner of the box.

David MacKenzie
Managing Director

1490 Sea to Sky Highway, Pemberton, British Columbia, CANADA, V0N 2L1

Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Tue 2023-10-31 11:38 AM

To:VoP Admin <admin@pemberton.ca>

VIA E-MAIL
Ref: 282965

Your Worship Mayor Mike Richman and Council
Pemberton
E-mail: admin@pemberton.ca

Dear Mayor Richman and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:



Client Relations Branch

Executive Operations

Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

From: Heather Hachigian <Heather.Hachigian@royalroads.ca>

Sent: Thursday, November 2, 2023 10:44 PM

Subject: Ownership Matters: Building Community Wealth in Canada - Invitation to Speaker Series

Good Evening Mayor, Council, and Senior Staff,

In the face of the concurrent challenges of climate change, rising inequality, and divisive political discourse, local governments around the world are engaging in transformative approaches to local economic development by building wealth within their communities. A key economic structure to keeping this wealth in communities is ownership, as it is the ownership of wealth-generating assets like real estate, infrastructure, and local businesses that can further perpetuate these challenges or can be leveraged by communities to fundamentally address them.

With a foreword by Lisa Helps, former Mayor of Victoria and Housing Solutions Advisor in the Premier's Office, [Ownership Matters: Building Community Wealth in Canada](#) identifies opportunities for governments at all levels in Canada to make changes required to help create the economies and communities we all need for the future. We invite you to read the report and share it with your networks.

We are also hosting a speaker series on Ownership Matters: Building Community Wealth, with the first speaker series taking place on **Friday, November 17th, from 10 am - 11 am (Pacific Time)**. It will introduce the concept of community ownership within the broader community wealth building frame and showcase innovative examples of community ownership of wealth-generating assets in Canada.

The speaker series will lead to an in-person event on community wealth building and community ownership in Victoria, BC, in May 2024.

You can find details and register for one or more of the online speaker series here:

<https://ownershipmatters.ca/speaker-series>.

Thank you for taking the time to review the report and invitation.

Kind regards,

Heather

Heather Hachigian, PhD, Assistant Professor

School of Business | **Royal Roads University**

2005 Sooke Road, Victoria, BC Canada V9B 5Y2 | royalroads.ca

Royal Roads acknowledges the campus is located on the traditional Lands of the Lekwungen-speaking Peoples, the Songhees and Esquimalt Nations.

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BCNDP replacing Surrey RCMP with their own vanity SPS

Debbie Theilmann <[REDACTED]@telus.net>

Mon 2023-11-06 11:59 AM

To:mpinkney@100milehouse.com <mpinkney@100milehouse.com>;Mayorsiemens@abbotsford.ca <Mayorsiemens@abbotsford.ca>;officeclerk@alertbay.ca <officeclerk@alertbay.ca>;john.mcewen@anmore.com <john.mcewen@anmore.com>;info@cityofarmstrong.bc.ca <info@cityofarmstrong.bc.ca>;mayor@ashcroftbc.ca <mayor@ashcroftbc.ca>;inquiry@barriere.ca <inquiry@barriere.ca>;belcarra@belcarra.ca <belcarra@belcarra.ca>;mayorandcouncil@bimbc.ca <mayorandcouncil@bimbc.ca>;mayor@burnaby.ca <mayor@burnaby.ca>;village@burnslake.ca <village@burnslake.ca>;admin@cachecreek.ca <admin@cachecreek.ca>;info@campbellriver.ca <info@campbellriver.ca>;village@canalflats.ca <village@canalflats.ca>;castlegar@castlegar.ca <castlegar@castlegar.ca>;municipalhall@csaanich.ca <municipalhall@csaanich.ca>;chase@chasebc.ca <chase@chasebc.ca>;d-chet@gochetwynd.com <d-chet@gochetwynd.com>;info@chilliwack.com <info@chilliwack.com>;admin@docbc.ca <admin@docbc.ca>
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You don't often get email from dtheil@telus.net. [Learn why this is important](#)

To all the Mayors of BC

Please note that if the BCNDP, Premier David Eby and Sol Gen Mike Farnworth continue with this Surrey Police Service transition in Surrey it will mean higher costs for all BC municipalities. There will not be a pool to draw on for extra help as there is now. Surrey has the largest force in BC and if the BCNDP remove the RCMP everyone's cost will increase a minimum of 10%.

This might not seem like much but if the BCNDP can force the Surrey Police Services upon Surrey, therefore removing/ignoring Surrey's democratic rights, what's to say the BCNDP will not just keep making up laws if a municipality votes for something that the BCNDP don't want to do. The BCNDP, more commonly known as the BC New Dictatorship Party, have already pushed their weight onto Penticton and now Squamish besides Surrey. They are abusing their power and need to be stopped.

Please write to Premier Eby and let him know your concerns. There is no public safety issue with Surrey keeping the RCMP. It appears that there is more of a public safety issue regarding the SPS who are recruiting members from other BC municipalities which is leaving them with few members without one word of concern from the Sol Gen Mike Farnworth. This issue has been completely misguided as a public safety issue per Sol Gen Mike Farnworth when in fact it is strictly a political campaign to keep votes and power for the Sol Gen Mike Farnworth. He wants to have control over all policing. This means that the BCNDP controls the police but the municipalities make all the payments without having any input. This is not what BC or Canada stands for. We are not to be overseen by a Dictatorship of the BCNDP..

Don't let the BCNDP take away anymore democratic rights of BC residents/ta payers.

A concerned Surrey resident that wants democracy not a dictatorship to be controlled by Sol Gen Mike Farnworth.

Yours truly

Debbie Theilmann

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*