

# Annual Report

2019 and 2020



  
Village of **PEMBERTON**





### Land Acknowledgment

The Village of Pemberton is located within the unceded territory of Lil'wat Nation and honours the language, culture and history of the Lil'wat7ul.

To learn more about Lil'wat Nation, visit [lilwat.ca](http://lilwat.ca)

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# Village of Pemberton Council

Comprised of one Mayor and four Councillors, the Village of Pemberton Council is the governing body that provides leadership and establishes bylaws, policies and all governing matters delegated to local government by the *Community Charter* and *Local Government Act*. Council is also responsible for establishing budgets for operating and capital expenditures. Council Meetings and Committee of the Whole Meetings are open to the public; meeting schedules, agendas and minutes can be viewed and downloaded at [pemberton.ca](http://pemberton.ca).

## Committee of the Whole Meetings vs. Regular Council Meetings

The Committee of Whole is a committee made up of all Council members, designed to streamline discussions relating to business of a Municipality. Staff bring forward information on relevant topics to be discussed at the Committee of the Whole meeting. If the Committee of Whole supports the recommendations, it is forwarded to Council for consideration of approval. This separation of time between the discussion of an issue at Committee of Whole and a final decision at Council, gives Council time to further reflect upon and consider the issues before a final decision is made.

## Council Members



Mayor  
Mike Richman



Councillor  
Amica Antonelli



Councillor  
Ted Craddock



Councillor  
Leah Noble



Councillor  
Ryan Zant



## Village of Pemberton Vision

Village of Pemberton Vision is to set a stable course for the Village of Pemberton, balancing social, economic and environmental goals to ensure the Village maintains its unique character and enviable quality of life.



## Message from Mayor Richman

The Annual Report and the Mayor's message are an opportunity for us to share our progress and successes over the last two years. In 2019, after several year of planning, community engagement and four unsuccessful grant applications, we successfully completed the Downtown Enhancement Project. This project not only included resurfacing of several of the downtown roads, upgrading aging critical infrastructure as well as enhanced safety through sidewalks and additional crosswalks, but also included some innovative stormwater management elements with the addition of cisterns to use rainwater to irrigate the garden beds and grassy areas, and an oil and grit separator so the stormwater would be filtered before entering our waterways. We are very proud of this project and to the community for all their patience as we brought this project to reality.

In 2019, we also saw the completion of another long-time goal, with the construction of the Friendship Trail Bridge. This has been a Strategic Priority of Council, in partnership with the Squamish-Lillooet Regional District Area C and Lil'wat Nation, to provide safe access between the three communities. The completion of the Bridge is part of on-going effort to strengthen relationships between neighboring communities, as we recognize that we are stronger when we work together. In the coming years we will look for more opportunities to support completion of the Friendship Trail.

To say the least, 2020 was a challenging year that certainly tested our resiliency and emotional capacity. During the first year of the COVID-19 pandemic, we faced unprecedented challenges as individuals and as a community. I was heartened to see our community's character shine through during such a difficult and anxiety-ridden time.

Together, we faced the ever-evolving pandemic, with generosity, kindness, perseverance and ability to adapt.

In 2020, the Village created the Mayor's Task Force (MTF) for COVID-19 Response and Recovery to provide strategic recommendations to the Village of Pemberton Council and identify community-led initiatives to guide recovery and relief efforts related to the COVID-19 pandemic. The MTF membership was made up of 11 individuals crossing several organizations, community groups and community members. One of the outcomes of the MTF that I am most proud of is the Virtual Online Hub known as One Pemberton. This online hub provides essential COVID-19 information and resources to the Pemberton Community. The hub acts as a single source of COVID-19 support tools, community resources and useful links to ensure you stay informed and connected and will continue to be used as a one stop directory once the pandemic is behind us.

On the theme of kindness and resiliency, I want to acknowledge the work of our health care workers, educators, school boards, first responders, and essential workers. Your unyielding efforts to support the wellbeing of your friends, family, neighbours, and loved ones was inspiring. On behalf of our community, please accept our gratitude for all you have done and continue to do. I would also like to thank the Village Staff for their efforts, strength and dedication in carrying on operations during this unprecedented year as well, whether continuing to work in the office, at the yard, in town, or from home.

In 2021, Council looks forward to supporting the community as we continue to navigate the COVID-19 pandemic. We also intend to reinvigorate the implementation of our Strategic Priorities to support the sustainable, cost-effective and inclusive development of our community.





## Message from the Chief Administrative Officer Nikki Gilmore

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On behalf of Village Staff, I am pleased to present the Village of Pemberton's 2019 and 2020 Annual Reports. As Chief Administrative Officer, I am responsible for overseeing a team of professionals who manage the delivery of services to the public and the fulfilment of Council's Strategic Priorities. The Village has a dedicated team who take pride in their work, from the day-to-day operations to major projects. The COVID-19 pandemic presented incomparable challenges and I commend our Staff for their commitment to the community, professionalism, and skill in navigating this period successfully. This Annual Report reflects their accomplishments.

In 2019, one of the most notable community projects was the Downtown Enhancement Project. Made possible by grant funding from the Federal Gas Tax Fund, this project allowed for essential upgrades to failing infrastructure and key improvements related to roads, sidewalks, waterlines, stormwater, and street lighting. The relentless work by Village Staff in pursuing grant funding applications, inclusion of innovative design elements, pivoting during construction and always making themselves available during the construction helped to completely transformed our downtown into the spectacular showcase we see today.

One of Council's top priorities was the construction of the link between the Friendship Trail Bridge and the Friendship Trail. This link will bring the Friendship Trail project one step closer to completion and enhance connection between the Village and its neighbouring communities.

Connection between communities is a key focus of Council and Staff and we look forward to finalizing the Friendship Trail along Pemberton Farm Road East, as funding becomes available, in the coming years.

Affordable housing remains a key interest area for Council and the community. Our Staff have completed an Affordable Housing Revised Background Report, in order to update the policy, planning and regulatory framework for affordable housing in Pemberton. An Age-Friendly Affordable Housing Needs Assessment and Action Plan has also been completed and in 2020, we brought forward an Implementation Plan for Council's consideration.

Recreation is always an area of community interest. In June 2019, the transfer of the management of Recreation Services from the Squamish-Lillooet Regional District to the Village was completed, with all members of the recreation services team moving to the Village as new employees. Recreation Services is responsible for the operations and management of the Pemberton and District Community Centre (PDCC), the management of the multi-sport fields located at the Meadows and Den Duyf Park and the Gates Lake Community Park, located in Birken. A second soccer field and Amenity Building will begin construction in 2021. Other recreation amenities to support the development of an exciting, new community recreation area are planned at Den Duyf Park, as funding becomes available.

2020 was a year of anticipation and continuous adjustment. The COVID-19 pandemic necessitated pivoting and expanded workloads to re-evaluate how to carry on with organizational projects that were not essential to community operations or could not be carried forward in a manner that was safe for our Staff or the community.

Investments into emergency preparedness in 2019, including the review and work towards the completion of a Comprehensive Emergency Management Plan and the expanded role of our Emergency Program Coordinator from part-time to full-time, provided a strong foundation for our response to the COVID-19 pandemic.

I would like to take this opportunity to acknowledge the tireless efforts of our community's healthcare workers, Pemberton Fire Rescue crew and volunteers, and Royal Canadian Mounted Police during this time. Our community is privileged to have such dedicated professionals and volunteers as neighbours, friends, family and loved ones. And last, but certainly not least, I would like to thank the Village Staff for all their hard work, commitment to the community and the organization, especially over this difficult year. We are so fortunate to have all of you as members of the Village Team.

As Pemberton continues to recover from the health, economic and social impacts of the COVID-19 pandemic, we remain committed to adventure, preserving the environment and retaining our strong sense of community.

I invite everyone to review this Annual Report which shows what we have achieved and what we are excited to focus on as we move forward.





Credit: Dave Steers

# Village of Pemberton Governance

## Office of the Chief Administrative Officer (CAO)

The CAO is responsible to Council for the management of the municipal workforce, and for overseeing that Council's directions and policies are carried out. The CAO provides leadership to the Village of Pemberton and coordinates the departments in the discharge of their responsibilities. The Department consists of the CAO, HR Coordinator/Executive Assistant, Communications and Grants Coordinator, Project and Research Coordinator and Emergency Program Coordinator.

### Emergency Management

The Village's Emergency Management Program is administered by the Emergency Measures Bylaw No. 539, 2004; as well as *Local Authority Emergency Management Regulation*, which outlines the roles, responsibilities, and legislative duties to which all local governments must adhere.

The Emergency Program Coordinator (EPC), is responsible for the management and coordination of emergency preparedness, response, and recovery, and for the facilitation of developing and maintaining an emergency management program for the community.

The EPC works closely with neighbouring EPCs in the corridor to review and discuss various concerns facing Sea to Sky communities including hazards, risks, vulnerabilities, training, resources, collaboration, coordination and communication, information, and knowledge sharing.

## Corporate and Legislative Services

Corporate and Legislative Services is responsible for the corporate administration of the Village including the preparation, preservation and safekeeping of all minutes, records of Council and committee business, administration of oaths, certifying Village documents and other duties established in Section 148 of the *Community Charter* and facilitates elections, Alternative Approval Processes and Referendums.

The Corporate and Legislative Services Department facilitates policy development, prepares reports and oversees Freedom of Information requests, provides administrative support for all Village departments and oversees bylaw enforcement services. The Manager of Corporate and Legislative Services is appointed as the Corporate Officer and the Village's Freedom of Information Officer. The Department consists of the Manager of Corporate and Legislative Services, Legislative Assistant, Bylaw Enforcement Officer and Reception/ Administrative Assistant.

## Finance

Finance Services is responsible for the statutory financial administration duties of the Village of Pemberton under the *Community Charter* and *Local Government Act*. This Department is overseen by the Manager of Finance, who is also appointed as the Chief Financial Officer, and consists of the Senior Accountant, Accountant, Data Entry Clerk and contract IT Services.

Responsibilities of this Department include: tax and utility billing, accounts payable and receivable, tax certificates and budgeting and information technology (IT).

### Department Restructure

In 2020, administrative services, which had been a function of the Finance Department, was successfully transitioned to Corporate and Legislative Services. This resulted in the Reception/Administrative Assistant position being moved to Corporate's departmental organization chart. As such all aspects of front office administration is now overseen by Corporate and Legislative Services; however, the financial components of the daily activities are still the responsibility of Finance.

## Development Services

Under the direction of the Manager of Development Services, the Development Services Department consists of the Chief Building Official, Building Official, Planner and Building and Planning Clerk, GIS Planning Technician and a Development Planner Consultant. The Village also contracts an engineering firm to assist with development review and infrastructure work as well as other planning consultants as required. The responsibilities of Development Services are related to the use of land within the community, specifically:

- long range planning policy
- current development application review and approvals (Official Community Plan (OCP) and Zoning Amendment applications, subdivisions, Development Permits, Development Variance Permits, Temporary Use Permits, Site Alteration Permits, Board of Variance applications)
- Building Permits and enforcement of the Building Code
- development and other land related public enquiries.

## Fire Rescue

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton. In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows, Pemberton Heights and the Pemberton Fire Protection Specified Area as defined within the Agreement. The Department is made up of three (3) permanent full-time employees, Fire Chief, Deputy Chief and an Administrative Assistant, as well as 26 volunteers (paid-on-all) members and 10 recruits.

The Fire Department also provides Road Rescue Service, which encompasses all of SLRD Area C. In this regard, Pemberton Fire Rescue is responsible for attending to motor vehicle accidents, which may involve extricating patients from the vehicle as well as assisting patients to the Ambulance, as required.

Pemberton Fire Rescue also provides services to the residents of the Lil'wat Nation through a service agreement approved in 2017.

The Office of the Fire Commissioner relies on fire department personnel and chief officers from across the province to provide interface protection by way of Emergency Operation Centre (EOC) staffing or field support. The major wildfire events and deployment requests are becoming increasingly common and more frequent which results in communities being left with skeleton fire crews and chief officers to protect their communities. It is anticipated that this will continue to exert a growing strain on local fire department leadership as such Pemberton Fire Rescue will continue to recruit new members and put in place the training and supports to build capacity. In 2019 and 2020 the Wildland fire situation was not as critical; the Pemberton Fire Rescue was not requested to assist.

## Operations

Under the direction of the Manager of Operations and Projects, the Operations Department (aka Public Works) is responsible for the planning, operation, and maintenance of water, sewer, storm water, parks, roads and sidewalks, and street lighting systems. The department consists of the Manager of Operations and Projects, Assistant Manager of Operations, Wastewater Treatment Plant Operator, Water Operator, three (3) Equipment Operators, Parks Labourer, and Labourer.

## Recreation

Recreation Services is responsible for the operations and management of the Pemberton and District Community Centre (PDCC), the management of the multi-sport fields at the Meadows and the new soccer field located at Pemberton Farm Road East and Gates Lake Community Park, located in Birken. The Recreation Services Department consists of the Manager of Recreation Services, Facility and Maintenance Coordinator, two (2) Recreation Programmers, Marketing and Business Operations Coordinator, Customer Service Coordinator, Customer Service Representatives and Program Leaders/ Youth Workers.

The PDCC consists of four multi-purpose rooms, a fitness centre, fitness studio, the Great Hall, The Rec (youth and seniors centre) and adjacent recreation grounds that include a Nature Playground, Spray Park and the Great Lawn.

# 2019 and 2020 Highlights

## Population of Pemberton

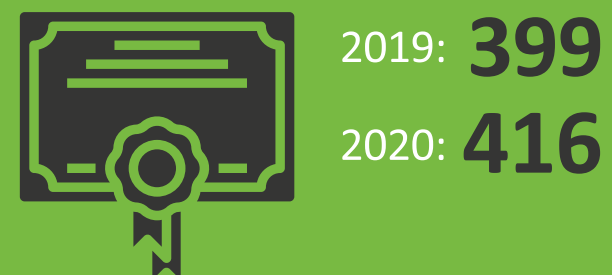
2019: 3024  
2020: 3103



## Dog Tags Issued



## Business Licences



## Customer Service Requests



Building Permits  
2019: 87  
2020: 100



## Facebook

*Likes or Reactions*

2019: 3549  
2020: 15,313

## Fitness Centre Visits

2019: 20,147  
2020: 14,930



## Site Alteration Permit

*applications received*

2019: 25  
2020: 19



## Office of the CAO

### Emergency Operations Centre Activation

On March 14, 2020 the virtual Emergency Operations Centre (EOC) was activated to level 1 for the internal coordination, planning and communications regarding COVID-19.

On March 30, 2020 the EOC scaled up to level 2 in order to address emerging issues as the pandemic continued and to acquire additional human resources.

### Resource and Recovery Team

On June 3, 2020 the EOC scaled down to level 1 and the Resource and Recovery Team was formed. This team is comprised of Staff from the Office of the CAO and is responsible for the ongoing decision making, policy development and communications related to the COVID-19 pandemic. The main efforts undertaken by the EOC and the Resource and Recovery Team for the COVID-19 pandemic included:

- maintaining continuity of the organization
- reallocating and repositioning resources to areas most at need to maintain essential services
- modifying workspaces and developing work from home options, processes and practices to deliver services in accordance with Provincial Public Health Orders
- recommendations, sharing information from the Health Authority internally and to the community.

### Policy Development

As a result of the COVID-19 pandemic, several safe work procedures, policies and plans were developed to ensure the health and safety of Staff, other workers and the public. All procedures, policies and plans were developed following direction and controls as specified by the World Health Organization, BC Centre for Disease Control, WorkSafeBC BC, the Province of BC, and the local Health Authority's Medical Health Officer. These documents are reviewed and updated as the pandemic progresses and direction from authorities change.

- COVID-19 Safety Plan
- Pemberton and District Community Centre COVID-19 Safety Plan
- Isolation Policy
- Cleaning and Disinfecting Procedure
- Hygienic Vehicle Procedure
- Washroom Cleaning Procedure
- Safe Work Procedure – Conducting Building Inspections
- Safe Work Procedure – Working Remotely.

### Mayor's Task Force

The Mayor's Task Force on COVID-19 response and recovery was established in 2020 with a six (6) month term providing strategic recommendations to the Village of Pemberton Council and identifying community-led initiatives to guide recovery and relief efforts related to the COVID-19 pandemic. The Task Force identified the need for a central online hub for COVID-19 pandemic information and in September 2020 the Village applied to the Community Foundation of Whistler for funding to support this project. The online hub will provide essential COVID-19 information and act as a single source of support tools, community resources and useful links for the Pemberton Community. The Mayor's Taskforce is comprised of the Village of Pemberton Mayor, a Village Council member, Financial Services, Financial Planning and Mental Health Professionals, Community members-at-large and representatives from the Pemberton and District Chamber of Commerce, Tourism Pemberton, Sea to Sky Community Services and WorkBC.

## Emergency Management

In March of 2020, the Village activated its Emergency Operations Centre (EOC) in response to the COVID-19 pandemic and remained activated throughout the year. The EOC was responsible for the overall coordination and response to the pandemic by centralizing communications and information, identifying critical needs and establishing emergency response priorities. In addition, the EOC was majorly responsible for providing timely information to the public.

With the onset of the pandemic, focus was on operational activities. With provincial health authorities directing COVID-19 Safety Plans for all workers in BC, the development of a Municipal COVID-19 Safety Plan was a priority and now acts as an overarching plan which addresses the measures in place to protect employees and the public during COVID-19 operations. The plan was developed, along with other specific policies and procedures and was implemented in June. The COVID-19 Safety Plan, other COVID-19 specific procedures and policies continue to be updated as the response continues.

## Pemberton Fire Rescue

The COVID-19 pandemic and subsequent Public Health Orders issued presented challenges for the Fire Department with respect to training and attendance to calls. The Fire Department adjusted its protocols for the following:

- responding to the Fire Hall
- responding to Emergency in apparatus
- responding to Medical calls
- returning to Hall from calls.

Each protocol was reviewed and revised to ensure the safety of the Firefighters and the public.

Fire Fighters also supported Bylaw Services with public education on the Public Health Orders and being a presence in public spaces.

## Finance

The Village's Five-Year Financial Plan discussions took into consideration long-term financial planning and best practices. Further detail was included showing the major key assumptions, projected financial performance, projected debt funding, capital expenditures and capital reserves and the possible effect of the COVID-19 pandemic.

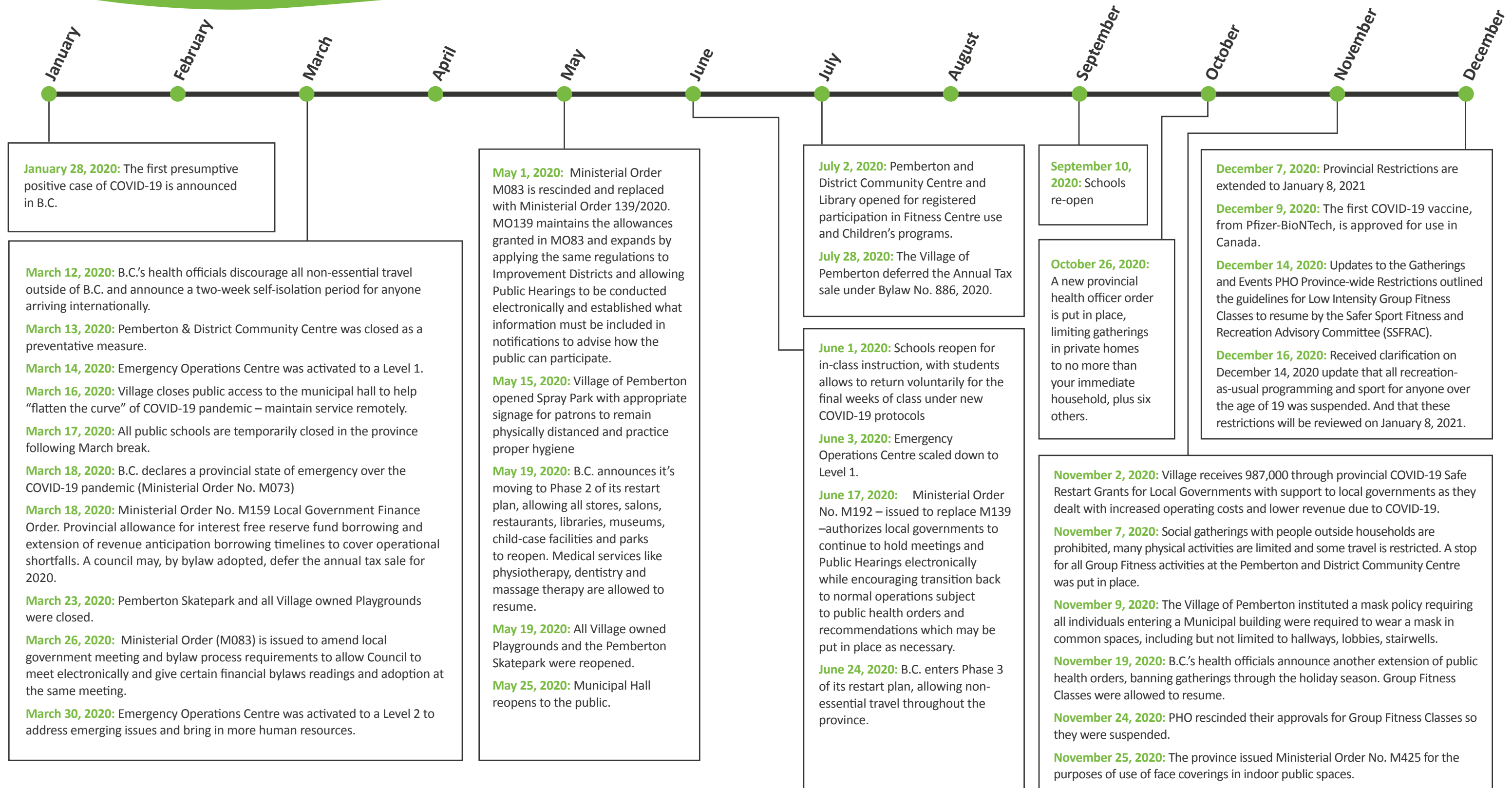
The Village of Pemberton and its government partners, monitored and assessed the impact of COVID-19 on our community and local government operations and finances. The Village identified measures that could address the financial pressures the community faced, that would also support the economic recovery. While the Village saw losses of revenue by closing user funded services and not collecting revenue for services such as transit, it was also aware of the many residents and businesses in our communities that saw even greater losses of income and who were looking for relief. This required Staff to rethink budgets to focus on core service delivery and support the provincially coordinated response to COVID-19.

In response to the COVID-19 pandemic the Village:

- reduced the CPI rate increase of 2.2% to 0%, removing CPI increases to non-union staff and council
- offered 0% rental increases to municipal leaseholders
- trimmed budgets or postponed to 2021 (these reductions supported a 0% tax increase to homeowners)
- postponed the 2020 Tax Sale, utilizing the Ministerial Order No. M0159 for COVID-19 recovery.

In 2021, the Village of Pemberton intends to consider an Alternative Tax Collection Scheme Bylaw, which allows for a reduced tax penalty to be split into two 5% charges at two separate dates for unpaid taxes of July 2 and October 1, 2021.

# COVID-19 2020 Timeline







# Council Priorities

## Economic Development Strategy

This project is facilitated by the Office of the CAO.

In 2017, the Regional Economic Development Collaborative was formed, led by the Pemberton and District Chamber of Commerce. The Collaborative includes Elected Officials and Staff from the Village, SLRD, Lil'wat Nation, the Lil'wat Nation Business Corporation, N'Quatqua and representatives from the Pemberton and District Chamber of Commerce and Tourism Pemberton.

In 2019, in partnership with the Pemberton Chamber of Commerce, the Village secured \$100,000 from the BC Rural Dividend Program to develop a regional Economic Development Strategy and Plan. The Strategy aims to maximize resources, align economic development priorities, access a range of expertise, and foster relationships between a group of representatives from local government, non-government organizations, and Indigenous communities.

In 2020, it was anticipated that the regional Economic Development Strategy and Plan would be completed however the scope of the project was revised to address the short and, potentially, long-term economic impacts of the COVID-19 pandemic.

Following on the heels of the regional Economic Development Strategy and Plan, the Village began pursuing its own Economic Development Strategy and Action Plan with the objective to identify ways of creating alternate revenue sources outside of taxation while creating an environment favourable to retaining current and attracting, new and diverse investment, increasing local employment and building a robust and sustainable community. Funding for this project was allocated from the Village's Community Works Gas Tax funds.

Public consultation began in January 2020, however, was also paused and the project revised to consider economic impacts of the COVID-19 pandemic and unfortunately is delayed due to Staff workload.

### Looking forward

The Village anticipates the completion of the regional Economic Development Strategy and Plan and looks forward to working alongside our regional partners to explore opportunities for shared economic development. Implementation of the Strategy and Plan will be reviewed and discussed at the Regional Economic Development Collaborative table, with applicable jurisdictions being identified the lead on deliverables from the Plan.

It is anticipated that the Village's Economic Development Strategy and Action Plan will be finalized and presented to Council for approval in the Fall 2021.

## Official Community Plan Update

This project is facilitated by the Development Services department.

The 2011 Official Community Plan (OCP) is the long-term vision for the Village of Pemberton. This document provides the Village with policies to guide land use, services, and the physical, social, and economic changes in our community. All developments and land use must follow the guidelines presented in the OCP.

In 2019, amendments to the Official Community Plan were planned to incorporate several changes and updates as directed by Council. However, it was recognized that it would be more efficient to undertake a full review and update of the Official Community Plan, under the authority of the *Local Government Act*.

In 2020, the above noted plans and policies were developed and, in some instances, approved which paved the way for the OCP review to begin. While it was hoped the OCP review would be well underway by the end of 2020; the pandemic resulted in this initiative being deferred; however, it also provided opportunity for the Village to facilitate the completion of the Affordable Housing Action Plan, the Hillside Development Design Guidelines and the launch of the Community Climate Action Plan.

### Looking forward

The OCP Update will proceed and will primarily update land uses, mapping and policies to reflect the community's vision (to be captured through numerous public engagement opportunities), the final Bylaw will clearly signal where development will be prioritized and supported with infrastructure and amenities.

The OCP review will result in an updated policy framework for Council by addressing issues such as housing, transportation, infrastructure, parks, economic development and the natural and social environment.

Policy development and public consultation will continue throughout 2022 and it is intended the resulting Bylaws will be adopted in 2023.

## Affordable Housing

This project is facilitated by the Development Services department.

Since 2016, in response to the changing market conditions and demographic needs within the Village of Pemberton, a Housing Strategy for the community became a priority of Council. In 2017 and 2018 grant funding opportunities were sought and the Village was successful in receiving funding to conduct an Age Friendly Affordable Housing Needs Assessment and Action Plan from the Union of British Columbia Municipalities (UBCM).

In 2019, the Affordable Housing Revised Background Report was completed which updated the policy, planning and regulatory framework for affordable housing in Pemberton. This included a recent analysis of available data to produce indicators of housing affordability and identifying new issues and considerations based on key-informant interviews.

The Age-Friendly Affordable Housing Needs Assessment and Action Plan, prepared by CitySpaces Consulting with assistance from Staff, were also adopted.

In 2020, an Implementation Plan or 'Work Program' identifying specific tasks the Village will undertake to implement the Age-Friendly Affordable Housing Action Plan was presented to Council.

The Work Program prioritized the following recommended actions for the 2020-2021 budget years:

- policy development (ongoing)
- review of the Official Community Plan (deferred to 2021)
- Development Cost Charge Review (deferred to 2021)
- Community Amenity Contribution Policy review (completed)
- Capitalizing on opportunities, including pursuing an expansion of the Pemberton Lions Villa and strengthening our relationships with BC Housing and the Canadian Mortgage and Housing Corporation (CMHC) (ongoing).

### Looking forward

In 2021, the Village will continue to look for opportunities for an Affordable Housing project by working with local organizations such as the Lion's Society and Sea to Sky Community Services. The Village is hopeful that the result of the work noted above an affordable housing project will be underway in 2022.



## Hillside Development Standards

This project is facilitated by the Development Services department.

In 2019, Council identified the creation of Hillside Development Standards as a Strategic Priority for the Village. The goal of creating hillside development standards was to limit impacts on existing site conditions and to encourage development practices sensitive to natural terrain and habitat conditions.

Staff began background work and research on the development of draft guidelines tailored to the Village's hillside context, with an aim to sensitively integrate the built form in a manner that protects the integrity of the surrounding landscape.

A public online survey was launched seeking comments on a draft of the Hillside Development Design Guidelines from stakeholders (developers and designers) and the general public, with the intention of integrating relevant feedback into the final document before bringing it forward for Council consideration in 2020.

In 2020, the Guidelines were updated and approved by Council.

The Hillside Development Design Guidelines demonstrate best practices to model what is preferred in a hillside environment rather than employing standards. Unlike standards, the proposed guidelines will be structured to encourage innovation and flexibility, and to promote the most appropriate design given the unique characteristics of each hillside site.

## First Nations Shared Services: Water/Sewer

This project is facilitated by the Office of the CAO with support from Finance and Operations.

In 2019, negotiations with Lil'wat Nation on the provision of water services to the Village for the Industrial Park commenced.

In 2020, the Village and Lil'wat Nation signed a Water Service Agreement for the provision of this water service for the Pemberton Industrial Park.

## Asset Management

This project is facilitated by Finance and supported by the Office of the CAO and Operations.

The Village identified the strategic need for the development of an Asset Management Planning Program as well as planning and operational processes around the acquisition, operation, maintenance, renewal, and disposal of organizational assets. This Program will improve the delivery potential of assets and minimizes the costs and risks involved.

In 2018, as one of the first steps towards developing an Asset Management Plan, the Village undertook inspections, utilizing CCTV technology, of all underground sanitary lines within the Village of Pemberton. This assessment included condition valuations of all sanitary mains in the Village.

In 2019, the Village engaged the services of an asset management consultant and work began on building a repeatable and realistic asset management plan and long-term financial strategy. The stages of this plan include an asset replacement funding plan, analyzing risk and levels of service, understand funding demands, forecasting an asset replacement budget, preparing an asset replacement financial strategy and building a long-term financial model and plan.

In September 2020, the Village applied to the Union of BC Municipalities (UBCM) Asset Management Planning Program, for funding of up to \$12,000, to support the development of the Asset Management Program.

In November, the Village was awarded the grant funding and initiated the development of the Asset Management Program.

### Looking Forward

In 2021, the Village will move forward with the development of an Asset Management Program, supported by the grant funding received.

In 2022, the Village will continue to implement the Asset Management Program to effectively develop, operate, and maintain municipal assets in a cost-effective manner.

## Municipal Facilities

This project is facilitated by the Office of the CAO and supported by Fire Rescue and Operations.

In 2019, the Village completed the following actions to improve Municipal Facilities in the Village of Pemberton:

- Initiated the Downtown Enhancement project, supported by grant funding to of \$5.3 million from the Federal Gas Tax Fund.
- Applied for funding from Ministry of Transportation and Infrastructure within the Transit Minor Betterments Program to support the improvement of bus shelters within the Pemberton Valley Transit System. This application was unsuccessful.
- Applied to the BC Transit Bus Stop Program and was approved for the installation of a new bus stop on Frontier Street as part of the Downtown Enhancement Project as part of a cost sharing agreement.
- Applied for funding through the Rural and Northern Communities Fund for funding to build a Park n' Ride on Lot 13 next to Signal Hill Elementary School. Unfortunately, this application was not approved.
- Completed lease negotiations supporting the ongoing operation of the Pemberton Regional Airport.

In 2020, the Village continued to deliver on this Priority through the following:

- Applied to the Investing in Canada Infrastructure Program under the Community, Culture and Recreation stream to support the development of a soccer field and amenity building at Den Dufy Park.
- Completed development of a Cycling Network Plan (supported by grant funding provided by the BikeBC Program). This Plan will inform the future development of Municipal trail networks to support green, active transit and recreation.
- Submitted a grant funding application to the Rural and Northern Infrastructure Program within the Communities Funding Stream for up to \$1.6 million dollars to support the development of a Multi-Modal Transportation Hub on Lot 13 which has been identified as a location for a Park'n'Ride facility in the community. This funding application is still pending.

- Applied for grant funding through the Investing in Canada Infrastructure Program under the Community, Culture and Recreation stream to support the development of recreation facilities including the construction of a second soccer field, sports amenity building and Bike Skills Park.

The Municipal Facilities review and design for a new Municipal Hall and Fire Hall has been deferred to 2021.

### Looking forward

The Village will continue to seek opportunities to support zero emission and active transit options for the community and seek funding opportunities for projects such as the resurfacing of the Downtown Community Barn floor, upgrades to One Mile Lake Park Infrastructure (boardwalk) and completion of the Friendship Trail along Pemberton Farm Road East.

The construction of a second soccer field and amenity building at Den Dufy Park will commence in 2021. If successful in securing funding for the Mountain Bike Skills Park, the Village will move forward with the issuance of Request for Proposal for the construction with an aim to have all these facilities open and operational in 2022.

Recognizing the need to expand the municipal hall facilities it is anticipated that a Request for Proposals for the design of a new Municipal Hall and Fire Hall will be issued in 2021.

In 2022, the Village will continue to seek opportunities to support zero emission and active transit options for the community including grant funding to complete the Friendship Trail.

## Single Use Plastic Bag Bylaw

This project is facilitated by Corporate and Legislative Services.

This initiative has been put on hold until further developments occur at both the provincial and federal levels as policy work is underway at both levels of government.



## Daycare Expansion

This project is facilitated by the Office of the CAO.

In 2019, Council established the expansion of daycare facilities as a strategic priority. The Village of Pemberton, through participation in the Pemberton Valley Utilities and Services (PVUS) Committee, provided funding to support the completion of the Pemberton Child Care Needs Assessment and Strategy: 2019-2023.

The Village made a funding application to the BC Government's Childcare BC New Spaces Fund in the amount of \$2,411,940, to accommodate the expansion of the Pemberton Children's Centre which would provide for 40 more spaces for ages 30 months to school age.

Village Council met with the Minister of Children and Family and Ministry Officials at the UBCM Conference and at a subsequent follow up meeting to discuss the challenges being faced by families due to the lack of daycare spaces and requesting that the Ministry expand the eligibility parameters of the Childcare BC New Spaces Fund to include financial incentives for private unlicensed childcare providers.

The Childcare BC New Spaces Fund grant application was revised and resubmitted late in 2019; however, in 2020 the Village was advised that this project was not approved for funding.

In 2020, the Village continued to seek grant funding opportunities to support the expansion of daycare services in the community. Council actively lobbied the Ministry of Children and Family Development to amend the funding criteria as a means of enabling smaller communities such as Pemberton to be successful in receiving funding.

Village Council again met with the Minister of Children and Family Development and Ministry staff at UBCM and another subsequent follow up meeting, to not only discuss the challenges already identified, but also new challenges that the pandemic had added. Council also requested that the Province subsidize equitable wages for childcare workers, increased options for accessible training, and enable private childcare facilities to access Provincial funding support.

### Looking forward

In 2021 the Village will continue to lobby the Province and seek opportunities for grant funding to support expansion and enhancement of the childcare services offered at the Pemberton Children's Centre.

## Community Climate Action Plan

This project is facilitated by Development Services.

Community-wide climate action planning involves assessing and measuring community-wide greenhouse gas (GHG) emissions and energy use and implementing policies and actions to reduce GHG emissions and conserve energy.

In 2020, Council identified the development of a Community Climate Action Plan as a Strategic Priority and Village Staff engaged with consultants that specialize in strategic energy and emission planning to begin the process of creating a Community Climate Action Plan (CCAP).

The process will include research, emissions inventory and modelling, consultation with key stakeholders and the public, and the development of draft strategies and actions for consideration by Council.

### Looking forward

In 2021, the Village will complete community consultation and develop the final CCAP. Implementation of Plan recommendations will then commence following the commitment of funding resources.

## Soccer Field No. 1

This project is facilitated by the Office of the CAO and Operations.

Through grant funding received from the Whistler Blackcomb Foundation and developer community amenity contributions the Village undertook the development of a natural grass soccer field at the recreation site located at Pemberton Farm Road East. The project was completed in October 2018.

In September 2019, the opening celebration and ribbon cutting took place and preparations were made for use including installation of temporary portable washrooms and bleachers. To allow time for the grass roots to fully develop, use of the field was delayed until 2020.

In the summer of 2020, the soccer field was available for use by the Pemberton Youth Soccer Association and other community groups. Due to COVID-19 pandemic user groups were only able to offer minimal programming on the field in Fall of 2020.

## Emergency Management: Flood Response

This project is facilitated by the Office of the CAO.

In 2018, the Pemberton Valley Dyking District (PVDD) initiated an update to floodplain mapping in the Pemberton Valley. As a result, in 2019 extensive collaborative work between the Squamish-Lillooet Regional District (SLRD), Lil'wat Nation and the PVDD took place to develop an Integrated Flood Response Plan and Evacuation Route Plan for the Pemberton Valley. Funding to undertake these plans was provided by the UBCM Community Emergency Preparedness Fund. These plans will be finalized and then tested through a full-scale exercise in 2020-2021.

In 2020, an Evacuation Route Plan for the Pemberton Valley was completed outlining and detailing the analysis undertaken to estimate how long it will take to evacuate the Valley under several different scenarios. The primary intent of this plan is to provide an understanding of the necessary timing of an evacuation to get the population of the Pemberton Valley area to safety, assuming the population is ready to evacuate. This plan will also inform the development of a more Operational Evacuation Plan that considers wider factors.

### Looking forward

The Evacuation Route Plan will be validated and tested through a functional exercise in 2021.

## Improved Monitoring: Floods and Landslides

This project is facilitated by the Office of the CAO supported by Development Services.

In early 2018, a landslide risk assessment was conducted by an Engineering consultancy to address the community's concerns about slope stability on Mount Currie. The study was prompted by an increase in observed small rock fall events during the summers of 2015 and 2016.

In 2019, improved monitoring of floods and landslides in the Pemberton Valley was identified by Council as a Strategic Priority. Development Services was tasked with developing a risk tolerance assessment of the areas that could be potentially impacted by a landslide on Mount Currie.

Staff began work on a risk tolerance model, but due to other risks being identified in the community (new information on the magnitude of flood events and potential volcanic eruption of Mount Meager and its associated downstream consequences), this item was deferred and will be brought forward as part of a broader review of all community hazards/ the Village's risk tolerance in the future.

### Looking forward

It is anticipated this initiative will be brought forward during the review and update of the Official Community Plan in 2021 and 2022.



## Transfer of the Management of Recreation Services from Squamish-Lillooet Regional District to Village of Pemberton

This project is facilitated by the Office of the CAO, and the Recreation and Operations Departments.

In 2018, negotiations between the Squamish-Lillooet Regional District (SLRD) and the Village of Pemberton to transfer the management of recreation services to the Village were concluded. In June 2019, the transfer of Recreation Services was completed and resulted in all members of the recreation services team moving to the Village as new employees. Recreation is an integral component of community building and provides physical, social, emotional, and economic benefits to the residents of Pemberton and SLRD Area C through offering a wide range of programs and services that are affordable and accessible.

### Looking forward

The Village and the SLRD will continue to work on the full transfer of Recreation to the Village with an aim to complete this in 2021. In addition, further integration initiatives including the development of a new brand identity and the adoption of the Village Style Guide are planned for early 2021.

## IAP2 Implementation

This project is facilitated by the Office of the CAO.

The International Association of Public Participation (IAP2) is an association of professionals who seek to promote and improve the practice of public participation. IAP2 developed the Spectrum of Public Participation to ensure public participation is central to all project planning and decision-making processes. The IAP2 spectrum includes five levels of public participation: Inform, Consult, Involve, Collaborate and Empower.

In 2019, the Village implemented the IAP2 Spectrum to identify opportunities for meaningful public engagement. The Spectrum was employed on several community projects including, the Age-Friendly Affordable Housing Action Plan, the Downtown Enhancement Project, Friendship Trail Bridge Connection and Crabapple Tree Project.

In 2020, the Village continued to utilize the IAP2 Spectrum to assess the appropriate level of public engagement to support projects and initiatives.

### Looking forward

In 2021, the Village plans to launch the public engagement platform 'Have Your Say Pemberton' to provide the community with project information, and opportunities for engagement. Community engagement on the Village's Community Climate Action Plan, Affordable Housing Action Plan, and the Official Community Plan review are already scheduled for 2021.



## Operational Priorities

### Transit

The Village of Pemberton provides administration and overall management for the Commuter (Route 99) service between Pemberton and Whistler, as well as the Local (Route 100) services between Pemberton, SLRD Area C and Lil'wat Nation, who contribute equally towards the cost of the service.

In 2018, the three (3) jurisdictions began the renewal of the Transit Cost Sharing Partnership Agreement. Unfortunately, due to other competing interests for each group, this renegotiation continued into 2019 and was completed in July of 2020.

In 2020, the three (3) jurisdictions set out to issue a Request for Proposals (RFP) to undertake a transit study with the purpose of:

- determining opinions and preferences of the residents of (1) Pemberton (2) Electoral Area C (3) Lil'wat Nation, in respect of the existing Pemberton Valley Transit System (PVTS);
- determining levels of use and origins of ridership through engagement with BC Transit and other PVTS operators;
- assisting in determining suitable geographic boundaries for a potential local transit service area;
- providing potential cost sharing percentage options for the three jurisdictions (with a recommendation), including the identification of any potential new partners or participants in the service area;

- exploring alternative options, linkages and integration for service delivery with other transit modes, projects or programs (e.g. a potential inter-regional transit system); and
- exploring the addition of new bus stops with shelters and a park and ride facility (together, the "New Amenities") to connect to the current (or a potentially expanded) PVTS and costing (and cost sharing) related thereto for the implementation, construction and operating costs of the new amenities.

It is expected that this study will be completed by the Fall of 2021. Staff at all jurisdictions will work together to achieve any deliverables identified upon completion of the study.

It should also be noted that the transit systems throughout British Columbia saw a significant (up to 50%) decrease in ridership because of the COVID-19 pandemic as a result of the Public Health Orders and an increase in the number of people working from home. This decrease in ridership directly impacts municipalities contribution towards the transit services, as fares reduce municipal contributions. As a result, the Federal and Provincial Governments, through agreements with BC Transit, provided municipalities with COVID-19 Safe Restart Funding to assist with the shortfall. It is unknown at this time what the impact the pandemic will have on the future budgets and ridership in 2021 and beyond.



Pemberton and District Community Centre

Credit: Dave Steiers



### Regional Transit

Since 2017, Elected Officials and Staff from Sea-to Sky communities including the Lil'wat Nation, Squamish Nation, Village of Pemberton, Resort Municipality of Whistler, District of Squamish, and Squamish-Lillooet Regional District have been working closely with each other and with Staff from the Ministry of Transportation and Infrastructure and BC Transit on the development of a Regional Transit System. The goals of this expansion are to improve mobility and affordability for residents in the region, reduce environmental impacts through GHG reductions, improve highway safety and reduce traffic congestion.

In 2018, the local municipal and regional governments and Lil'wat Nation agreed on a Transit Commission governance model through a Memorandum of Understanding (MOU); although the Squamish Nation was involved in the development of the MOU, they were not signatories; however, all the parties will continue to collaborate on regional transit as we move forward. The parties began dialogue with the Provincial Government for the creation of a Commission and a Motor Fuel Tax to support the implementation of a Sea to Sky Regional Transit system.

In 2019, the parties continued to lobby the Provincial Government, by way of meetings at the Union of BC Municipalities (UBCM), separate Minister meetings and staff to staff meetings. Unfortunately, the parties were advised that the creation of a Motor Fuel Tax would not be considered. At the end of 2019, the discussions halted.

In 2020, due to the COVID-19 pandemic, no further discussions were had. It is anticipated that this project will resume in 2021 as it is a priority for all Sea to Sky Communities.

### Nukw7ántwal Regional Intergovernmental Relations Committee

In 2018 the Nukw7ántwal Regional Intergovernmental Relations Committee was formed to serve as an information exchange, coordination and referral body, and as a task force to implement projects that are planned by the Committee and fall within the Committee's mandate and allocated budget. The Committee is not a decision-making body.

Committee participation and membership is open to an Elected Official and/or Staff member from the following:

- Lil'wat Nation
- N'Quatqua First Nation
- Samahquam
- Skatin
- Squamish-Lillooet Regional District
- Village of Pemberton
- Xa'xtsa.

In 2019, the Committee met on several occasions to begin planning of the annual Nuk w7ántwal Regional Meeting to be held in early 2020. Planning was completed for the Regional Gathering, which was set to take place in Samahquam in March of 2020.

Unfortunately, due to the COVID-19 pandemic, this Gathering had to be postponed. Furthermore, there have been no Intergovernmental Committee meeting held, virtually or in person, in 2020. It is anticipated that in 2022, meetings will resume with the intention of rescheduling the Gathering.

### Pemberton Valley Emergency Management Committee

With the 2019 establishment of the Pemberton Valley Emergency Management Committee between Lil'wat Nation, the PVDD, the SLRD, and the Village of Pemberton, collaboration on disaster risk reduction continued throughout 2020. Main focuses for the Committee included prioritizing flood mitigation projects, seeking grant opportunities for these projects, and increasing emergency preparedness in all jurisdictions, as well as an information exchange, coordinating body, and as a task force to develop emergency related initiatives.

### Comprehensive Emergency Management Plan (CEMP)

The Village of Pemberton Comprehensive Emergency Management Plan (CEMP) is the governing document that provides the framework and overall strategy for the Village to conduct its Emergency Management Program.

In 2019, updates continued to be made to the Village's CEMP which will replace the outdated 2005 Village of Pemberton Emergency Response/Recovery Plan. The new Plan has been streamlined and updated to be more comprehensive to reflect the changing nature of the community.

#### Looking forward

In 2021, EOC tabletop exercises that will include all essential EOC Staff will be facilitated. Following the Tabletop Exercise, updates will be made to the CEMP and the Plan will be reviewed and approved.

### Emergency Responses

The Emergency Program Coordinator (EPC) is on-call 24/7 to provide support to first responder agencies as required. Additionally, the EPC is called upon to assist in the activation of an Emergency Operations Centre (EOC).

In 2019, the Village did not have to activate an EOC, despite High Streamflow Advisories issued on the Lillooet River in the summer and fall.

In 2020, the Village activated its EOC on three different occasions:

- January 31, 2020 - in response to a heavy rainfall event that resulted in Pebble Creek blowing out, causing significant damage to the roads, ditch, culverts and exposed BC Hydro and communication lines on Pemberton Farm Road East/Mackenzie Forest Service Road and Pebble Creek Drive
- February 5, 2020 - in response to an incident at the Wastewater Treatment Plant
- March 14, 2020 - in response to the COVID-19 pandemic and remained active to coordinate the response throughout 2020.

### Public Engagement and Education

Public Education events continued throughout 2019 with attendance at the BC Agriculture Farm and Ranch Wildfire Preparedness Workshop in January, an Emergency Preparedness Open House during Emergency Preparedness Week in May and participation in the annual ShakeOut BC drill in October.



### Emergency Support Services

Throughout 2019 and 2020, the Village continued its partnership with the Canadian Red Cross (CRC) and not only renewed the agreement for support services with (CRC) but also developed and managed a team of local volunteers to provide Emergency Support Services (ESS) to residents in the event of an emergency or disaster. The ESS program is managed by the Village and provides these services for both the Village and SLRD Area C. In 2019, Red Cross personnel and the ESS team were on standby during the grass and brush fire in Mount Currie on April 9, 2019.

In 2020, Red Cross personnel and the ESS team were activated for a single home structure fire on March 30, 2020, a townhouse structure fire on August 15, 2020 and to support displaced residents from Lillooet Lake Estates and Heather Jean Properties within the SLRD due to an imminent risk of a debris flow from the McCulloch Creek and Catiline Creek on August 20, 2020.

### Community Forest Partnership and Licence Agreement

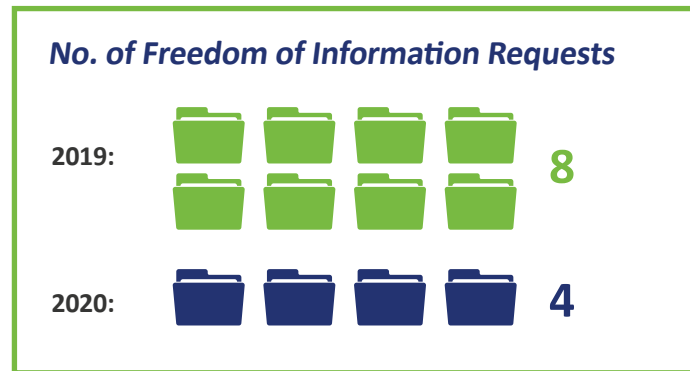
The Village has been actively working toward the establishment of a Community Forest since 2015. In partnership with Lil'wat Nation the Spel kúmtn Community Forest Corporation was incorporated.

In 2019, a formal application for a Community Forest was submitted to the Ministry of Forests, Lands, Natural Resource Operations and Development.

In 2020, an official offer from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development was received, and work continued respecting governance and developing policy for the Interim Board to consider in anticipation of the establishment of a new community-based Board of Directors for the Corporation. It was determined that the Interim Board would remain in place through 2021.

#### Looking forward

In 2021, it is expected that some forest harvesting operations will begin in the spring. The Interim Board will remain in place with recruitment for new members anticipated to take place near the end of the year. In 2022, a new Spel kúmtn Community Forest Board of Directors will be recruited, and forestry work will continue.



### Airport Lease Agreements

Corporate Services provides administrative support to the Chief Administrative Officer who is also the appointment Airport Manager. This support includes managing the day-to-day activities related to airport issues and working with potential lease holders on lease agreements.

In 2019, one (1) lease Agreement was completed. In 2020, two (2) lease Agreements completed and a Hydro Wire Training Facility was constructed and work began on the development of a private hangar.

#### Looking forward

In 2021, the annual lease review will take place and any lease requests will be reviewed and considered as may be required and a private hangar will be constructed.

### Bylaw Notice Enforcement System (BNEB)

In 2019, work proceeded on the development of a Bylaw Notice Enforcement Bylaw. This included review of all bylaws in which fines may be levied to ensure they were incorporated into the new BNEB program.

In 2020, the BNEB bylaw and BNEB Screening Officer Policy were approved.

#### Looking forward

In 2021, the implementation of the Bylaw Notice Enforcement Bylaw and Adjudication program will begin.

#### No. of Customer Services Requests about Bylaw Enforcement



### Bylaw Development and Amendments

Corporate Services consistently works with other departments to update and/or facilitate the development of new bylaws both regulatory and administrative.

In 2019, Corporate Services participated in the development, revisions or updates to the following Bylaws:

- Permissive Tax Exemption Bylaws for the Pemberton Childcare Society (BL850), Lion's Activities Society (BL851), Community Church (BL852) and Legion (BL853)
- Animal Control Amendment Bylaw No. 854, 2019
- Business Licence Bylaw No. 855, 2019
- Municipal Ticket Information Utilization Amendment Bylaw No. 856, 2019
- Downtown Loan Enhancement Loan Authorization By-law No. 863, 2019
- Council Procedure Amendment Bylaw No. 864, 2019
- Permissive Tax Exemption (Pemberton Search and Rescue) Bylaw No. 865, 2019
- Outdoor Water Use Regulation Amendment Bylaw No. 866, 2019
- Business Licence Amendment (Housekeeping) Bylaw No. 871, 2019

In 2020, the following Bylaws were adopted by Council:

- Bylaw Notice Enforcement Bylaw No. 874, 2020 and Amendment Bylaw No. 885, 2020
- Council Procedure Amendment Bylaw No. 875, 2020 and Amendment Bylaw No. 888, 2020
- Parks and Open Spaces Amendment Bylaw No. 876, 2020
- Municipal Ticketing Information Utilization Amendment Bylaw No. 877, 2020
- Advisory Planning Commission Amendment Bylaw No. 878, 2020
- Downtown Enhancement Loan Authorization Repeal Bylaw No. 880, 2020
- Business Licence Amendment Bylaw No. 890, 2020

#### Looking forward

In 2021, business licence fees for cannabis retail and production facilities will be reviewed and updated.

Work will proceed on a new Fees and Charges Bylaw which will amalgamate all fees into one document thereby streamlining the fee review process and providing a simpler way to find Village fees overall.

Corporate and Legislative Services will also support Development Services with the preparation of a new Building Bylaw and will proceed on consolidating the Water Rates and Connection and the Sewer Rates and Connection Bylaws

### Policy Development

In 2019, Corporate and Legislative Services assisted with review and updates to the Snow Clearing Policy as well as several administrative and operational policies.

In 2020, the Customer Service Request Policy and Procedure was updated and the Screening Officer Policy (which accompanies the Bylaw Notice Enforcement Adjudication process) was established. Corporate and Legislative Services also prepared the Video Recording and Broadcasting of Electronically Held Meetings Policy in response to COVID-19 pandemic Ministerial Orders and revamped the Memorial Dedication Program Policy.

#### Looking forward

In 2021, it is anticipated administrative and operational policies will be reviewed and updated as required.

### Customer Service Requests

The following chart shows the breakdown of Customer Service Requests received by the Village of Pemberton by category (animal control issues, bylaw enforcement and general - which can be enquiries about bylaws, reports of issues or concerns, such as infrastructure repairs, and other general issues).

Type of Customer Service Request	2017	2018	2019	2020
Animal Control Issue	14	17	24	20
Bylaw Enforcement Issues	68	80	108	129
General (ie: calls for service/enquiries etc.)	68	52	113	124
<b>Total calls for service/bylaw</b>	<b>150</b>	<b>149</b>	<b>245</b>	<b>273</b>



### Community Organization Support

Through the **Community Initiative and Opportunity Fund (CIOF)**, the Village has provided seed, long term or one time/ single event funding to not-for-profit organizations, entities or societies based within the Village of Pemberton. The intent of the funding is to support organizations that contribute to the community through the development, advancement, support, or initiation of opportunities or promote partnerships that will enhance the economic well-being within the Village and to the improvement of the quality of life of its residents.

The **Community Enhancement Fund** is the Village’s second granting source that provides funding to not-for-profit organizations based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefits of its residents in the areas of Sport, Recreation and Education, Arts and Culture or Special Events.

A listing of those organizations supported through these funds can be found below.

In 2019, the Village worked with the SLRD to develop and implement a program to support local community groups through long term service agreements.

In 2020, the Pemberton and District Initiative Fund (PDIF) was established and administered through the SLRD and Long-Term Funding Agreements through the CIOF program were transitioned to the new PDIF.

#### Community Initiative & Opportunity Fund (CIOF)

2019	
Tourism Pemberton	\$4,000.00
Pemberton BMX	\$2,750.00
Spirit of BC	\$4,500.00
Pemberton Arts Council	\$4,000.00
Pemberton Farmers Market Association	\$3,000.00
Pemberton Offroad Cycling Association	\$5,922.50
Pemberton And District Chamber of Commerce	\$4,000.00
Downtown Enhancement Party Contribution	\$1,500.00
<b>\$29,672.50</b>	

**2020**  
Long-Term Funding Agreements through the CIOF program were transitioned to PDIF.

#### Community Enhancement Fund (CEF)

2019	
Village of Pemberton Sign Administration	\$3,000.00
Pemberton Red Devil's Association	\$250.00
Lil'Wat Nation Band Council	\$500.00
Pemberton Valley Mens Shed	\$1,000.00
Whistler Centre for Sustainability	\$2,000.00
Pemberton Wildlife Association	\$560.00
Rotary Club of Pemberton	\$2,500.00
Lower Stl/atl/imx Tribal Council	\$500.00
Meager Lanslide Resolution	\$1,667.00
Christmas Hamper Program	\$250.00
Lil'Wat Christmas Bureau Donation	\$250.00
Bursary	\$2,000.00
<b>\$14,477.00</b>	

2020	
Village of Pemberton Sign Administration	\$3,000.00
Pemberton Red Devil's Association	\$250.00
Whistler Centre for Sustainability	\$1,000.00
Bursary	\$2,000.00
Lil'Wat Christmas Bureau Donation	\$250.00
Christmas Hamper Program	\$250.00
<b>\$6,750.00</b>	

**Looking forward**  
In 2021, the last two CIOF funding agreements will be transitioned to PDIF.

### Department Restructure

In 2020 the administrative services function of the department was transitioned to Corporate and Legislative Services.

#### Sewer Fees

The sewer rates were increased in 2018 to establish a new Sewer Reserve.

In 2019, sewer rates were increased again by the annual amount to build the Sewer Reserve for future capital expenditures. It is anticipated this will continue to be the Village’s practice with an aim to increase reserves in this area.

The planned Sewer rate analysis was deferred to 2020 along with an updated water rates analysis, with the aim of new rates being brought forward for consideration in 2021. However, due to the pandemic, this work was deferred to 2021.

#### Recreation Service Delivery Transfer

In June 2019, Recreation Service management was transferred to the Village of Pemberton, including revenues and expenses for the Pemberton Community Centre and associated parks.

In 2020, the Village of Pemberton managed the revenues and expenses for recreation services as a component of the Village’s daily operations.

#### Financial System Software Upgrade (VADIM Payroll)

In 2020, Vadim Open was upgraded to allow for online purchase orders and timesheets for Staff, moving away from paper use. However, due to technical difficulties this work was delayed.

#### Vadim Payroll Module

With the impacts of COVID-19 on projects and priorities, the Vadim Financial Program updates were postponed to 2021.

### Request for Proposals (RFP)

#### Employee Benefit Program

In 2018, Staff reviewed responses to the Employee Benefit Request for Proposals and deferred the decision to 2019.

In 2019, after review, no proposals were accepted, and the current carrier was renewed.

In 2020, a review for possible savings with the current benefits carrier was undertaken.

#### Financial Auditing Services

In 2020, the issuance of a RFP for Financial Auditing Services was deferred to 2021.

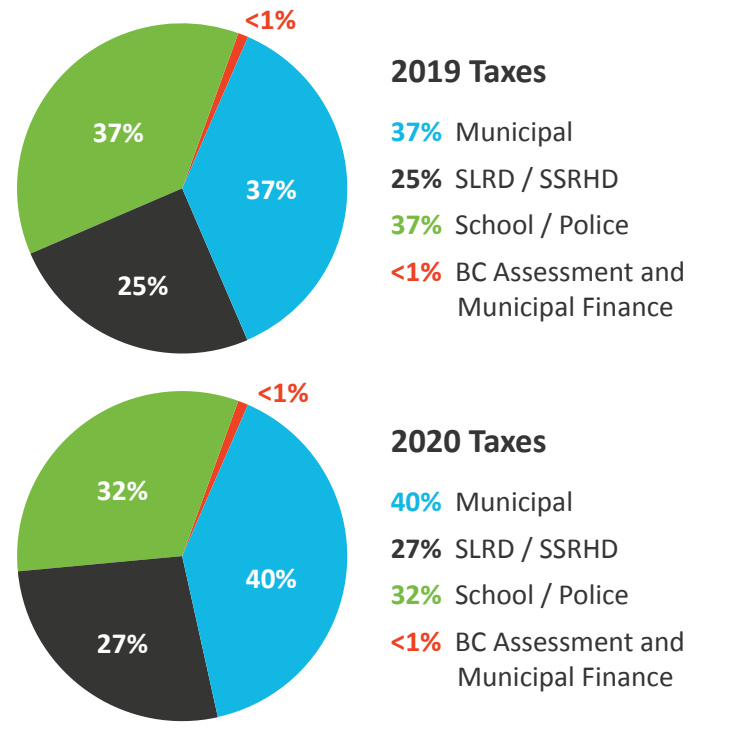
#### Expense Policy Review

In 2019, the review of the Expense Policy was deferred to 2020. With the impacts of COVID-19 on projects and priorities in 2020, the Expense Policy Review was deferred to 2021.

#### Looking forward

Expense Policy Review is planned to take place in 2021 with an aim for implementation in 2022 as well as the Vadim Financial Program upgrades and Financial Auditing Services RFP.

#### Tax Collection



### Community Amenity Contribution Policy

Council originally adopted a Community Amenity Policy in 2007. In 2016, work began on developing a new Community Amenity Contribution Policy; however, due to an adjustment in priorities this initiative was set aside.

In 2019, this initiative was identified as an operational priority and a draft Policy based on a negotiated approach was prepared by Staff. The approach the Village is establishing will clarify how the Village of Pemberton will define community amenities, as opposed to community benefits and required services; thus, allowing the Village to accept voluntary amenities as either cash or in-kind services from developers seeking rezoning similar to the current approach taken in adopting amenity zoning (density bonusing) bylaws.

In 2020, the draft Policy was presented to Council and development industry for feedback. The final Community Amenity Contribution Policy was adopted and serves as a framework for defining and negotiating voluntary community amenity contributions with developers of residential and mixed-use development projects applying for rezoning and allows exemptions for affordable housing projects secured through a Housing Agreement.

### Development Procedures Bylaw

The Development Procedures Bylaw defines the procedures under which an owner of land may apply for an amendment to the Official Community Plan or Zoning Bylaw or for the issuance of a permit. Although review of Development Procedures Bylaw No. 725, 2013 was initially brought forward as a department priority in 2016, due to resource limitations, this initiative was deferred.

In 2019 a review and update of the Bylaw was actioned with an aim to streamline the bylaw, implement recommendations from the 2019 Age-Friendly Affordable Housing Action Plan, improve application processes and update application fees.

In 2020, review and updates took place and the Bylaw was adopted.

### Development Cost Charges Bylaw

The Village of Pemberton Development Cost Charge Bylaw No. 723, 2013 imposes a one-time charge on all new developments to help cover the cost of off-site infrastructure services required to accommodate growth.

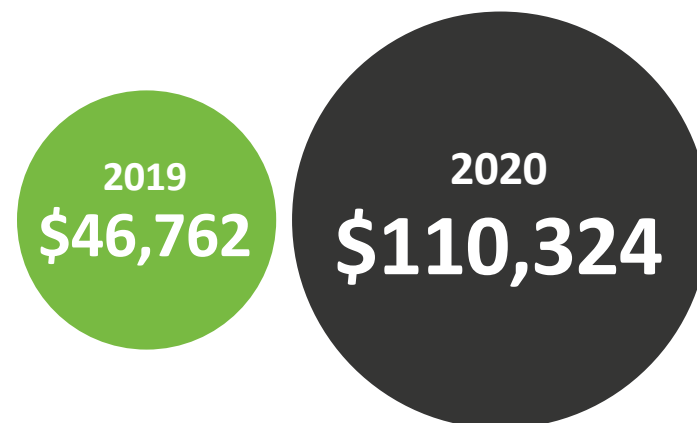
In 2020, the review and update of the DCC Bylaw was identified as an operational priority. However, due to the pandemic, work on this initiative was deferred to 2021.

The update of this Bylaw will be facilitated jointly by the Operations and Development Services Departments, in conjunction with the Village’s consulting engineers.

#### Looking forward

It is anticipated the DCC Bylaw review will be completed in 2021 with adoption of the Bylaw completing in 2022.

#### Development Cost Charges Collected



### Sign Bylaw

In 2018, a draft Sign Bylaw was completed and presented to the community.

In 2020, public consultation, with a focus on the Business Community and the Advisory Design Review Commission, was undertaken with the aim of adopting a new Sign Bylaw that reflects present marketing trends and meets the community’s needs. This was deferred due to other priorities and removed from the Operational workplan.

#### Looking forward

Reinvigoration of this initiative is planned for 2022.

### Regional Growth Strategy (RGS)

The SLRD Regional Growth Strategy is a high-level, long term strategy to support collaboration on issues that impact the region and cross jurisdictions such as growth management, transportation, affordable housing, regional economic development, air quality, First Nations’ relationship building, food and agriculture, and climate change.

In 2019, Village Staff and Council members participated in the formal review and amendment of the 2010 RGS along with all member municipalities’ Staff and Elected Officials from across the region, as formal endorsement of the RGS by the Village Council was a necessary part of its eventual adoption.

The updated RGS was adopted, with the Village of Pemberton as a signatory, in October 2019.

#### Looking forward

In 2021, an update to the Regional Context Statement will be scheduled with the Village’s participation in the process.

### Permits

The Building Department saw a steady increase in the number of building permits issued throughout 2019 – 20. The following table provides annual number of building permits issued, value of construction and permit fees collected by the Village.

Despite the COVID-19 pandemic and the related public health orders, residential construction and renovations continue to be an important source of local economic development and employment.

Year	# of Building Permits Issued	Value of Construction	Permit Fees
2019	87	\$26,520,701	\$213,731
2020	100	\$30,420,014	\$243,109
Percent Increase from 2019 to 2020			
	14.9%	14.7%	13.7%



### New Building Bylaw and Implementation of the Energy Step Code

The previous Village of Pemberton Building Bylaw No. 694, 2012 was established prior to the Province’s adoption of the Building Act in 2015, the Energy Step Code in 2017 and the new BC Building Code in 2018. Each of these provincial regulations imposed significant changes on local government authorities to regulate buildings, creating a need to update the Village’s Building Bylaw.

In 2019, a new Building Bylaw for the Village was drafted and consultation with the building and development community took place.

Building Bylaw No. 867, 2019 was adopted and implemented the Energy Step Code (ESC) to improve the energy efficiency of Pemberton’s building stock and to reduce greenhouse gas emissions created by the building industry.

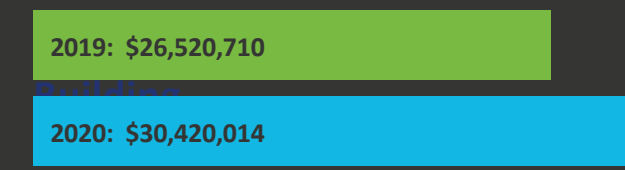
The Village was successful in receiving approval for funding through the BC Hydro Energy Step Code Building Incentive Offer program to offer rebates to builders toward the cost of mid-construction blower tests and additional incentives through building permit fee rebates.

In 2020, facilitation of contractor information sessions respecting the new Energy Step Code (ESC) requirements began.

#### Looking forward

In 2021, facilitation of contractor information sessions respecting the new Energy Step Code (ESC) requirements will continue and a review of the Building Bylaw will take place which may result in further updates to be brought forward.

#### Value of Construction



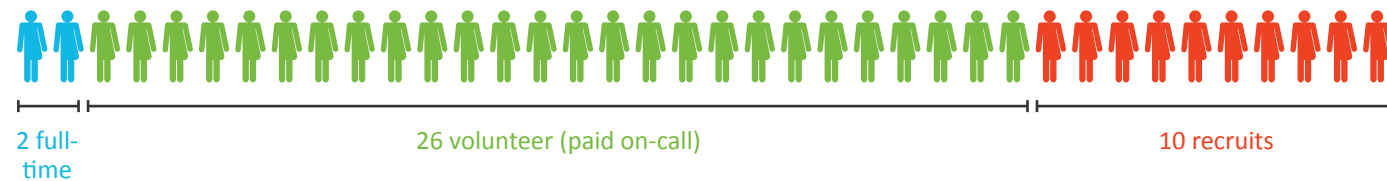


### Membership

**2019: 35 members**



**2020: 38 members**



### Community Wildfire Protection Plan

The Strategic Wildfire Prevention Initiative (SWPI) and the Community Wildfire Protection Plan (CWPP) update was completed and approved by Council in 2017. The Fire Department has incorporated several of the CWPP recommendations into the yearly work plans.

In 2018, the Village received confirmation of funding for the development of a Fuel Management Prescription for a high priority area located across the highway from One Mile Lake Park and to the Southwest of the Village of Pemberton, as identified in the Community Wildfire Protection Plan.

In 2019, the Request for Proposal was developed for issuance in 2020. The RFP was issued in the Fall of 2020. Upon review of the Proposals at the end of 2020, and in consultation with local BC Wildfire Service representatives, the Village was advised that the Prescription should be amended to be consistent with BC Wildfire Service 2020 Fuel Management Prescription Guidance and current industry best practices.

#### Looking forward

Staff will be seeking authorization to amend the Prescription and re-submit the 2020 FireSmart Community Funding and Supports Committee seeking approval for the updated Fuel Treatment. Implementation of the Fuel Treatment Plan is intended to be carried out in early fall 2021.

### Provincial Playbook training

Throughout 2019 and 2020, Pemberton Fire Rescue Services continued to conduct training to meet Provincial Playbook training requirements.

In 2019, 195.5 training hours were completed with 69 training sessions held and 59 subjects covered.

In 2020, members trained on a weekly basis up until March 11, 2020, at which time training sessions were suspended until further notice due to COVID-19.

In June, training resumed under a modified program that included four (4) training sessions a week with between 4 – 6 members per session.

In 2020, 296 trainings hours were completed by volunteer fire fighters with 63 training sessions held and 55 subjects covered.

### Fire Underwriter’s Report

The Village of Pemberton’s fire insurance ratings were upgraded in the Fire Underwriter’s Report completed in July 2020. The updated ratings are provided in the following chart.

#### Public Fire Protection Classification (PFPC) Updates

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.

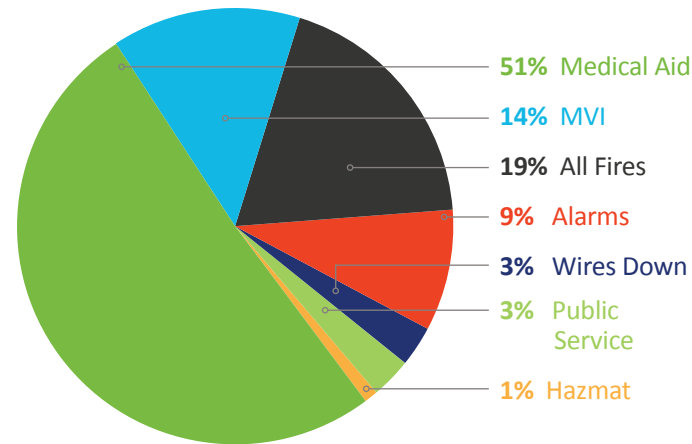
#### Dwelling Protection Grade (DPG) Updates

SUB DISTRICT(S) and (contract protection areas)	PFPC Previous	PFPC 2020	COMMENTS
Village of Pemberton	3A	2	Hydrant Protected – Personal Lines insured dwellings within 8 km in road travel distance of Pemberton fire station and within 300 m of a recognized hydrant on a recognized water distribution system.
	3B	3B	Firehall Protected – Personal Lines insured dwellings within 8 km in road travel distance of the Pemberton fire station but not within 300 m of hose lay of a recognized hydrant.
	5	5	Unprotected – Personal Lines insured dwellings beyond 8 km in road travel distance of the Pemberton fire station.

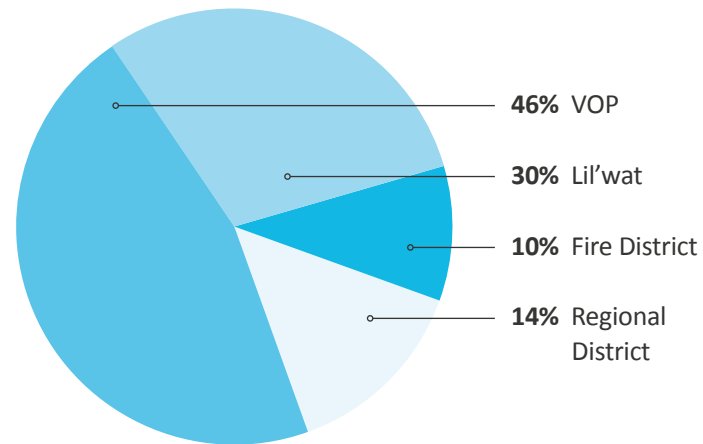
### Fire Rescue Incidents

In 2019, Pemberton Fire Rescue attended 459 incidents. The calls on average have been steadily increasing by 4% to 5% year over year.

2019 Incidents Percentage by Types

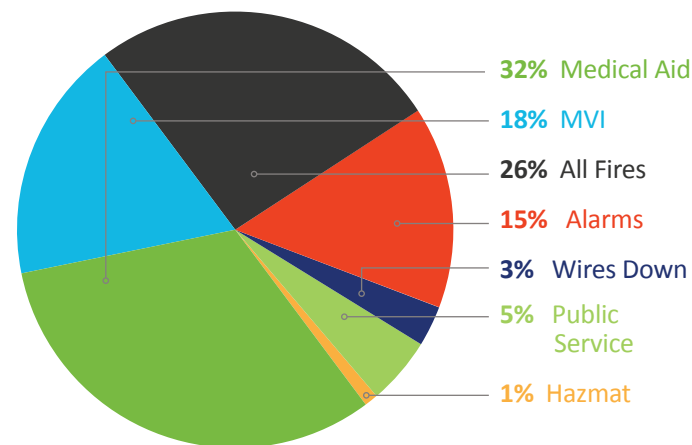


2019 Incidents Percentage per Area

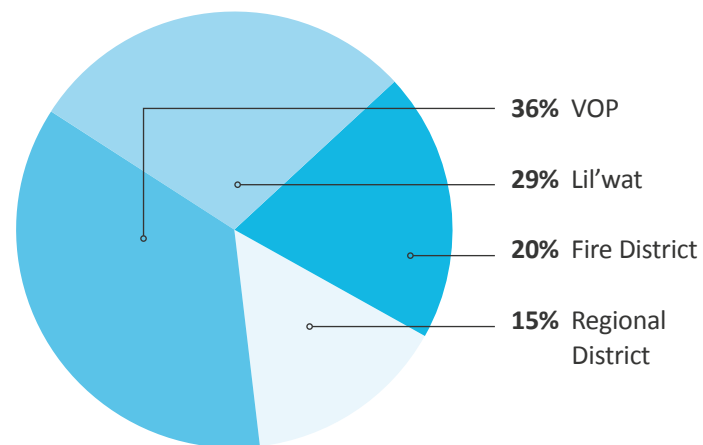


In 2020, Pemberton Fire Rescue attended to 348 incidents. Incident call volume was down from 2019 due to COVID 19.

2020 Incident Percentage by Types



2020 Incidents Percentage per Area



### Water

The Village of Pemberton, under the authority of Vancouver Coastal Health, operates two water systems: The Village system, and the Industrial Park system. The Village systems also supply water to the Pemberton North Water System (PNWS) which is owned and maintained by the Squamish-Lillooet Regional District. The main Village system withdraws water from the Pemberton Creek Fan Aquifer through two 300mm (12") diameter wells which supply the current Village population of approximately 3,100 as well as the water demands of the PNWS. The Industrial Park system is separate from the Village system and is supplied with metered water from the neighboring Lil'wat Nation through a water use agreement.

The Pemberton water system requires regular ongoing maintenance as well as occasional repairs and upgrades as required. This regular maintenance includes daily checks of Well pumps and booster pumps, daily stocking of soda ash hopper, weekly water samples and record keeping, periodic calibration and service of analyzers and probes, cleaning of tanks and totes, equipment servicing and maintenance (ie. pumps, valves, augers, filter screens, meters, backflow preventors etc.), water meter reading, annual fire hydrant servicing, water main flushing, and regular inspections and maintenance.

Along with regular inspections and ongoing maintenance, there were a few notable repairs to the water system in 2019:

- A new fire hydrant was installed on Frontier St
- Well #2 pump failure and replacement
- Water main leak repair on Birch St

In 2020, the following projects, upgrades, and major repairs were completed:

- Well #2 quality investigations and new well exploration
- Well #2 and Well #3 Redevelopment
- Water system assessment (report)
- Installation of fencing around Benchlands reservoirs
- Installation of Radio transmitter at Benchlands reservoir
- Replacement of Hypochlorite pump in Wellhouse
- Main supply line flow meter and check valve troubleshooting/investigation
- Installation of culverts in Industrial Park to access fire hydrants
- Fernwood Pressure Reducing Valve adjustments and repair

The Table below displays the maximum, minimum, average, and total water flows for 2019 and 2020 as well as daily minimum chlorine residuals. For more information and quality data, please refer to the 2019 and 2020 Village of Pemberton Water System Annual Report found at pemberton.ca.

2019 and 2020 Daily Water Consumption and chlorine residual

	2019 Daily Consumption	2020 Daily Consumption
Average	1,838 m <sup>3</sup>	1,855 m <sup>3</sup>
High	3,527 m <sup>3</sup>	3,774 m <sup>3</sup>
Low	1,067 m <sup>3</sup>	1,038 m <sup>3</sup>
<b>Total Annual</b>	<b>667,727 m<sup>3</sup></b>	<b>676,900 m<sup>3</sup></b>

	2019 Chlorine Residual	2020 Chlorine Residual
Average	0.28 mg/L	0.29 mg/L
High	0.36 mg/L	0.50 mg/L
Low	0.08 mg/L	0.14 mg/L

#### Looking forward

The following are water related projects that the Operations department hopes to complete and/or continue in 2021:

- Water treatment investigation and preliminary design (for Manganese and Iron)
- Reservoir cleaning
- Chlorine Analyzer installation at Eagle Dr PRV
- Supply Line flow tube replacement
- Supervisory control and data acquisition (SCADA) system improvements
- Well # 3 pump head and motor replacement
- Wellhouse Standby Generator Design, Tender, and Construction
- Purchase of Water service truck



## Sewer

The Village of Pemberton wastewater collection system consists of over 22,600 m of sanitary sewer mains (including gravity sewers and force mains) and nine (9) Sanitary Lift Stations (as well as several private/strata lift stations not operated by the Village). Waste is pumped to the Wastewater Treatment Plant (WWTP) located on Airport Road, where it is screened, and treated continuously in a sequencing batch reactor (SBR) system. The resulting sludge is pumped into an aerobic digestion tank, after which it is dewatered through a belt press and taken to compost facilities, and the effluent discharges into the Lillooet River following final UV disinfection.

Along with regular maintenance and operation of the WWTP and Lift stations, the following repairs took place in 2019:

- WWTP digester valve actuator repairs
- WWTP blower belt replacement
- Lift Station 1 Standby Generator maintenance
- Lift Station 1 capacitors replacement

### WWTP Outfall Blockage and Receiving Environment Monitoring Program

In 2019, during the routine quintennial dive inspection of the outfall, the diffuser ports (angled outlets of pipe) were found to be completely covered in sediment (likely a result of the Mount Meager/Capricorn Creek landslide of 2010). One of the two diffuser ports was found to be barely functioning, while the other was suspected to be completely blocked, however, inspections or repairs were not possible due to the estimated 2 meters of sediment covering the pipe. As a result, emergency works were completed to excavate and make modifications to the outfall diffuser port assembly. Further operational changes to help mitigate blockages and build up of sediment on the outfall will continue in 2021.

Prior to the discovery of the outfall blockage, the Village in conjunction with the Ministry of Environment were in the beginning phases of implementing a Receiving Environment Monitoring Program (REMP), which is a requirement of our Operating Permit. Consultants were contracted to develop and implement this REMP in 2020, however, due to the emergency works required to address the blockage, the REMP program was put on hold. The REMP program is expected to resume in 2021.



Crews work to clear the Wastewater Treatment Plant Outfall Blockage, April 2020

In addition to the routine maintenance of the wastewater collection system and lift stations, the following projects, upgrades, and major repairs were completed in 2020:

- Controls modifications to multiple lift stations
- WWTP SCADA computer failure, and software upgrade
- Lift Station #2 pump replacement and re-build
- WWTP Variable Frequency Drive (VFD) replacement
- WWTP Programmable Logic Controller (PLC) CPU failure and replacement
- Public Works Building Sanitary service connection and sewer main extension/ tie-in
- Sewer back-up and overflow event in the Glen, emergency response and clean-up
- Lift Station #2 faults investigation
- Wastewater collection system Infiltration and inflow investigation.

Also new in 2020 was the maintenance and inspection of the newly construction Sunstone Lift Station.

### Looking forward

The following are Sewer related projects that the Operations department hopes to continue and/or complete in 2021:

- WWTP Basin Confined Space Entry Program development
- WWTP Basin cleaning and maintenance
- WWTP UV Control board replacement
- WWTP Headworks Screen Replacement
- WWTP Sludge Pumps service/repair
- WWTP Decanters protective cover replacement
- SCADA system improvements
- WWTP Outfall Dive Inspection (1 year following emergency work)
- WWTP Outfall in-line flushing system
- WWTP Outfall River Hydrology Survey (Lillooet River)
- WWTP VFD replacements
- WWTP Receiving Environment Monitoring Program development and implementation
- Industrial Park Lift Station Standby Generator Construction.

The Village maintains over **22.6 kms** of Sanitary Sewer Mains



## Roads, Trails, and Drainage

There are over 17 kms of roads that the Village Operations Team maintains, not including the Ministry of Transportation maintained Highway 99 and Pemberton Portage Road, and 6 km of strata roads. The main maintenance activities take place in winter with snow and ice removal on all these roads and several priority sidewalks. Summer activities include road sweeping, pothole repairs, fleet maintenance, line painting, gravel shouldering, ditching, culvert repairs and replacements, Streetlighting maintenance, and mowing and brushing within the road Right-of-ways.



### Downtown Enhancement Project

In 2018, the Village was awarded \$5.3 Million from the Federal Gas Tax Fund for downtown enhancements, including essential upgrades to failing infrastructure and key improvements related to roads, sidewalks, waterlines, stormwater, and street lighting.

The design included state-of-the-art storm water reclamation and irrigation systems, improved pedestrian accessibility, parking and traffic calming elements, addition of hardscape and landscaping features, as well as the upgrades to critical underground and surface infrastructure.

In early 2019, the construction contract was awarded and work was completed in October 2019.

Landscaping maintenance was undertaken by the contractor throughout 2020 for one (1) year following the substantial completion of the project. After this time, Village of Pemberton Staff will take over the maintenance in spring of 2021.

Following the completion of the Downtown Enhancement Project, a major focus at the end of 2019 was the snow and ice removal for the new downtown configuration. The Snow and Ice Removal Policy was updated and adopted in November 2019, and communicated to the public, and downtown local businesses were provided with gravel to prevent the use of salt on the new concrete sidewalks.



### Friendship Trail Bridge Construction

The Friendship Trail is part of the Sea to Sky Trail, a pedestrian/cycling trail that will run from West Vancouver to D'Arcy. A critical piece of the Friendship Trail through Pemberton is the multi-use bridge over the Lillooet River.

The Friendship Trail Bridge was completed in 2018 however the opening was postponed as an off-ramp and trail connection was required for traffic to safely cross to the North side of Highway 99 where the Friendship trail continues. There were complications involving private property easements which delayed the completion of this work.

In 2019, the off ramp and under-bridge trail connection was designed by Village of Pemberton Staff, and construction was completed in September 2019.



#### Other projects completed in 2019 include:

- skidsteer (Bobcat) rental and snow blower attachment purchase for increase in snow removal service (Downtown)
- radio communications improvements
- re-surfacing of Collins Road West
- culvert installation in the Industrial Park
- ditching and drainage improvements in The Glen neighbourhood
- rapid flashing beacon pedestrian crossing installed on Portage Road at Flint Street intersection in partnership with Ministry of Transportation with partial funding through a seed funding grant from Vancouver Coastal Health and the Public Health Association of BC
- Christmas lights upgrades on ornamental streetlights and greenspaces throughout town.

#### Other significant road and drainage projects completed in 2020 include:

- Aspen Boulevard paving of catch basins and manhole aprons, and speedbump repairs
- paving repairs at Harrow and Hemlock intersection
- paving on corner of Lupin and Laurel, around manhole
- replacement of speedbump/stormwater swale on Aster (in front of Firehall)
- purchase and Installation of Speed Reader board on Pemberton Farm Road East through funding from ICBC.
- EV Charger investigations
- Public Works building improvements
- Staehli Park stormwater lift station pump failure and replacement
- collaboration with School District on drainage issues in Right of Way at rear of Poplar Street properties adjacent to Pemberton Secondary School
- purchase of sander and dump box for one-tonne truck.



### Mackenzie Road Washout

In February 2020, a heavy rain event caused a channel avulsion to occur in the ditch along Mackenzie Road near Pebble Creek Drive, causing stormwater and debris to overtake the road. Significant damage was sustained to the subbase of the road, exposing Communications and Hydro ducting with areas of asphalt completely undermined. Immediate response work was completed to secure the road and ditch and Emergency Management BC (EMBC) Disaster Financial Assistance Program approved funding for full restoration work. As most of the remaining damage is to BC Hydro ducting, the restoration work must be completed by BC Hydro certified civil crews, and not likely to be completed until 2021.

### Looking forward

The following projects are scheduled to be continued or completed in 2021 for Public Works:

- more speed readers to be installed throughout Village
- complete Public Works Staff washroom construction
- Public Works shop roof repair
- Mackenzie Road washout permanent repairs (in partnership with BC Hydro)
- Walnut Street ditch (fish bearing) maintenance and culvert installation, and environmental assessment and notification
- EV Chargers Installation at Den Duyf Park parking lot (as part of Sea to Sky EV Charging network, partnering with Whistler, Squamish, and Lil'wat on grant application)
- purchase and trade in of loader/tool carrier.

Once again, with the completion of Phase 1 of Sunstone Development, approximately 2.5 km of new roads will come under the Village of Pemberton operating inventory in 2021.



## Parks

The Village operates and maintains over 712,000 m<sup>2</sup> of park land and greenspaces the Village boundary. This maintenance includes mowing and trimming grass, pruning, weeding, cultivating, aerating, fertilizing, seeding, planting, raking, blowing, sweeping, garbage collection, washroom cleaning, trails maintenance, playground inspections, and general upkeep of the various amenities.

The following are notable activities completed in 2019 in parks:

- purchased Mitsubishi Fuso truck to replace the aging Parks crew truck
- One Mile Lake boardwalk repairs/leveling and floating dock ladder repairs
- One Mile Lake beach lawn reseeding and topdressing
- One Mile Lake loop trail and Disc Golf course danger tree removal
- Portage Road crabapple trees removed and replaced with lilac and maple, in accordance with Conservation Officer orders (bear attractants)
- Arn Canal Trail dangerous tree removal coordination (with neighbouring stratas and crown land).

In 2020, COVID-19 created major challenges within the Operations department. Not only was there an influx of park users, both tourists and locals, there was an additional workload due to increased signage and closures/openings, more frequent cleaning and sanitization of bathrooms and surfaces, and staff shortages due to COVID-19.

The following projects/upgrades/maintenance activities were completed in 2020 in Parks:

- One Mile Lake boardwalk minor maintenance/rotten boards replacement
- One Mile Lake invasive species (goldfish) investigation
- Downtown irrigation additions
- danger tree removal (Benchlands Staircase)
- One Mile Lake fish habitat restoration project
- turf overhaul and topdressing at Fougberg Park and Museum Park
- bus Shelter repairs
- brushing on trails
- assisted with BMX track upgrades
- sand delivery for One Mile Lake Beach
- new Christmas Lights throughout town
- planning and development of Soccer Field #2 at Den Duyf Park.



Crews establishing new inlet channel to One Mile Lake during fish habitat restoration project, August 2020

### Looking forward

The following are projects that the Operations department hopes to continue and/or complete in 2021 in Parks:

- installation of hand sanitizer stations at public playgrounds
- Soccer Field #2 and Amenity building (grant funding dependent)
- Mountain Bike Skills Park (grant funding dependent)
- One Mile Lake playground equipment/swing set replacement
- hire additional full time Parks Labourer
- investigate the widening of One Mile Lake Trail
- establish official fenced in Off-Leash Dog Park.

The Parks Department is anticipating a significant increase in workload in 2021 with the Downtown enhancement landscaping maintenance transfer, as well as numerous parks and greenspaces coming under the Village responsibilities following the one-year maintenance period completion of Sunstone Development phase 1.



## Den Duyf Park - Second Soccer field, Amenity Building and Mountain Bike Skills Park

In January 2019, the Village submitted an application for \$3.09 million in funding through the Investing in Canada Infrastructure Program (ICIP) - Community Culture and Recreation stream for the development of a new FIFA size soccer field and amenity building. This project aligns with the site masterplan as established in 2014. This funding was confirmed in June 2020.

Additional funding and Community Amenity Contributions (CAC) provided by the Village, SLRD, Sunstone Ridge Development and the Rotary. A Request for Proposal for the construction of the second soccer field was issued in October 2020 with the successful proponent announced in November.

In October 2020, the Village applied for funding through the Community Economic Infrastructure Recovery Program (CEIRP) in the amount of \$974,258 for the construction of a Mountain Bike Skills Park to be located at Den Duyf Park.

### Looking forward

In 2021, construction of the second soccer field will commence and a Request for Proposal will be issued for the Amenity Building. Pending approval of grant funding, the Village will also issue a Request for Proposal for the design and construction of the Mountain Bike Skills Park with an aim to start construction of the Amenity Building and the Mountain Bike Skills Park later in 2021.



Pemberton and District Community Centre Spray Park

Credit: Dave Steers

## Outdoor Basketball Court

In 2019, the Pemberton and District Recreation Service received approval from Sea to Sky School District #48 (SD #48) to pursue the construction of a basketball court on the grounds of the Signal Hill Elementary School fields. Significant work has been done to secure funding and plan for the addition of this Outdoor Basketball Court as an additional amenity within proximity to the hub of recreation activities for the community that already exists at the Pemberton and District Community Centre and a resource for students at Signal Hill Elementary School during school hours.

In 2020, the Village continued to investigate funding for this project.

### Looking forward

Upon securing funding and finalizing the location construction of the court will begin.

## Privacy Impact Assessment (PIA)

A PIA was planned to be developed in 2020; however, due to the COVID-19 pandemic this initiative was deferred.

### Looking forward

In 2021 the development of a PIA for the addition of more CCTV cameras around the Pemberton and District Community Centre will be developed due to an increase in vandalism and reportable RCMP incidents. It will include an upgrade to the current system. Implementation of the CCTV program is planned for 2022.

### Gates Lake Community Park

In 2018, a commitment was made by the Pemberton Valley Utilities and Services Committee to fund upgrades to Gates Lake Community Park including the establishment of a picnic shelter.

In 2019, the picnic shelter was constructed and officially opened in October.

In 2020, Recreation Services worked with the Squamish-Lillooet Regional District on the development of a potable water project and the submission an application for grant funding to the BC Rural Dividend Grant for a transportation safety study as it relates to a safe rail crossing between the Park and the beach area. These initiatives have been transferred to the SLRD for completion.

### Whistler Adaptive Buddy Program

In 2019, Recreation Services moved forward with establishing a relationship with Whistler Adaptive to create a partnership to enable community members to access their Buddy Program. The Buddy Program will help support community members who may require assistance to successfully participate in programs offered by Recreation Services.

Unfortunately, in 2020 due to the COVID-19 pandemic this program was not launched however, plans are underway to see this program and the collaboration continue in 2021 subject to Public Health Orders and restrictions changing.

#### Looking forward

In 2021, the Recreation Service and Whistler Adaptive will continue to work and collaborate together, to develop and implement this program.

### New Fitness Centre Equipment

In 2019, in order to continue to provide quality fitness programs and services a commitment was made, and budget allocated for the purchase of new fitness equipment, in the Fitness Centre and Room C for public use. The new equipment has supported the enhancement of fitness programming and offerings at the fitness centre and will enhance our return to services post pandemic recovery.

#### No. of Recreation Memberships sold



#### No. of visits to The Rec Youth Centre



### Nature Play Park Fibar Installation

The Nature Play Park was established in 2017 with additions built in 2018.

In 2019, further planning took place to upgrade the ground cover of the Nature Play Park with an improved Fibar (engineered wood that form a surface soft enough to cushion falls) product that will support an enhanced play experience.

#### Looking forward

The Village will research funding opportunities for a shade structure to be installed over the sand play area of the Nature Play Park.

### Landscaping upgrade in conjunction with Fire Lane

In 2020, funding was secured for the purpose of extending the fire lane in front of PDCC to include some drop off parking in front of The Rec and at the same time the garden beds will be upgraded to accommodate the physical change.

#### Looking forward

Upgrades to this area will be completed in 2021.

### Power Smart Improvements – The Rec

In 2021 work will be done in The Rec to improve the existing air handling system with a ductless split system.

### Water fountain

Budget was secured in 2020, for the addition of a water fountain on the second floor of PDCC that allows access for all.

### Community Events

The Canada Day celebration hosted at the Pemberton and District Community Centre on Monday July 1, 2019 consisted of the annual Spud Run, parade, vendors market and a community celebration. Grant funding, in the amount of \$2,000, to support the event was received from Heritage Canada.

Family Fun Nights were held on July 23 and August 13, 2019. Families in attendance enjoyed free play, music and local food from community vendors.

Due to COVID-19 pandemic, in 2020, the Family Fun Nights were suspended and the Canada Day Celebration was adjusted to be a virtual event.

#### Hours of online programming for seniors







## Shared Services

Local shared services between the Village and the surrounding area of Electoral Area C, and Regional shared services, are managed by the Squamish Lillooet Regional District.

The Squamish Lillooet Regional District provides budgets for review, and recommendations for funding for the following services:

- Pemberton/Area C Rescue Service
- Pemberton and District Search and Rescue Service
- 911 South
- Pemberton Dist. Community Recreation
- Pemberton and District Museum and Archives
- Pemberton Library
- Pemberton Television Rebroadcasting
- Pemberton and District Community Fund
- Pemberton/Area C Cemetery
- Sea to Sky Trails
- Pemberton Valley Recreational Trails
- Regional General Government
- Regional Invasive Species Management and Control
- Regional Land Planning and Zoning
- Regional Solid Waste Management
- Pemberton Refuse
- Regional Growth Strategy

In 2020 the Pemberton and District Initiative Fund was launched. This program was established by the SLRD with the support of the Village and is intended to provide funding opportunities to community groups through two streams. The Economic Development Stream and the Arts, Culture and Recreation Stream. In 2020 the following groups were provided funding:

Economic Stream:

- Pemberton and District Chamber of Commerce
- Pemberton Farmers Market

As a number of Agreements were in transition funding was provided in 2020 through the Community Initiative and Opportunity fund but those Agreements will transition to PDIF in 2021.

## Capital Projects, Funding and Tax Exemptions

### Capital Projects

#### 2019

Lighting Improvements - Community Centre	\$8,038
Youth Centre Washroom Improvements	\$3,250
Asphalt Paving Prospect Street	\$30,514
Friendship Bridge Trail Connector	\$105,313
Downtown Enhancement	\$6,497,721
Recreation Truck	\$23,751
Rec Ride Mower	\$34,842
PCC Gym Equipment	\$12,667
3 New AED for Fire Department	\$8,429
Fire Department SCBA Packs	\$6,960
Forestry Tools for Fire Department	\$4,186
Fire Extinguisher Training Supplies	\$14,877
Fire Hose	\$6,047
Backhoe Snowblade	\$17,163
Snowblower	\$9,320
Used Parks Truck Mitsubishi	\$26,932
Hydrant	\$29,604
Work in Progress	\$57,706
<b>Financial Note 7</b>	<b>\$6,897,320</b>

#### 2020

Public Works Building Improvements	\$18,672
Pemberton Farm Rd East Paving	\$3,521
Downtown Enhancement Paving and Landscaping	\$295,148
Friendship Trail Bridge Connector	\$1,784
Fire Department SCBA Tanks	\$5,530
Fire Department Ipad	\$1,969
Speed Reader	\$6,838
Poly Hopper for Public Works Flatdeck	\$10,433
Soccer Field Seeder	\$1,110
Well 3 Redevelopment	\$42,418
Fencing for Reservoir	\$38,200
Master SCADA tower	\$9,738
Well 2 Redevelopment	\$45,681
SCADA Improvements	\$18,930
Wastewater Treatment Outfall Repair	\$410,255
Industrial Park Lift Station	\$16,825
Disposals and Transfers	\$(213,188)
<b>Financial Note 7</b>	<b>\$713,863</b>

## Grant Funding Received

### 2019

Small Communities Grant	\$398,687
EOC Grant	\$9,048
Evacuation Route Planning Grant	\$19,666
CARIP Grant	\$2,177
Housing Needs Age Friendly Grant	\$10,000
Rural Dividend Grant	\$100,000
Bursary Contributions	\$3,750
Wellness Almanac Contributions	\$14,250
Friendship Bride Trail Connector	\$25,000
Bike BC Grant	\$5,982
Downtown Enhancement Grant	\$5,329,552
MOTI Downtown Enhancement Contribution	\$300,000
Donations to Downtown Enhancement Celebration (ISL, Hazelwood)	\$3,000
Risk Management Grant	\$473
Tiyatia Community Amenity Contribution	\$109,980
SLRD Contribution - Friendship Trail Bridge Offramp	\$75,000
BC Hydro Regreening Grant	\$4,000
Various Recreation Grants	\$2,080
	<b>\$6,412,644</b>

### 2020

Small Communities Grant	\$396,964
Ministry of Forests, Lands and Natural Resource Grant for Economic Development	\$10,000
Climate Action Grant	\$2,177
UBCM EOC Improvement Grant	\$14,896
Covid Restart Grant - Province of BC	\$987,000
Community Wildfire Protection Plan Grant	\$3,555
Risk Management Grant	\$694
UBCM Gas Tax - Economic Recovery Grant	\$16,996
Community Foundation of Whistler Grant	\$5,500
BC Hydro Beautification Fund Grant	\$2,700
Signal Hill Crosswalk Grant	\$12,000
Elevate Community Amenity Contribution	\$24,440
Builders Grant	\$1,500
Canada Summer Jobs	\$3,781
Bike BC Grant	\$1,519
ICBC Speed Readers Grant	\$3,000
Province Soccer Field Grant	\$24,395
Spirit of BC Rec Grant	\$1,000
AC Gas Canada Day Grant	\$450
Blue Shore Financial Canada Day Grant	\$500
BC Rec and Parks Grants	\$3,100
	<b>\$1,516,166</b>

## Permissive Tax Exemptions

### 2019

Organization	Property Value	Municipal Exemption Value	Expires
Municipal Land and Buildings	1,400,000	\$5,073.60	
*St. David's United Church (Repealed now pemberton community church)	281,700	\$453.73	2028
Pemberton Childcare Society	754,000	\$1,214.47	2028
Pemberton Lion's Society	1,103,000	\$1,776.60	2028
Stewardship Pemberton	201,000	\$323.75	2021
Pemberton Search and Rescue	109,000	\$175.57	2028
Pemberton Legion	120,200	\$194.00	2023
<b>Total Municipal Revenue Forgone</b>		<b>\$9,017.72</b>	

### 2020

Organization	Property Value	Municipal Exemption Value	Expires
Municipal Land and Buildings	1,395,600	\$4,932.32	
BC Conference of Mennonite Brethren	276,700	\$434.63	2028
Pemberton Childcare Society	739,000	\$1,160.79	2028
Pemberton Lion's Society	1,130,000	\$1,774.95	2028
Stewardship Pemberton	200,000	\$314.15	2021
Pemberton Search and Rescue	119,000	\$420.57	2028
Royal Canadian Legion	120,200	\$188.80	2023
<b>Total Municipal Revenue Forgone</b>		<b>\$9,017.72</b>	



# Audited Financial Statements

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[View the 2019 Audited Financial Statements.](#)

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