



Annual Report

2021



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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

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.

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

Our 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

2021 has been a challenging year for the Pemberton community on a number of fronts. COVID-19 continued to tighten its grasp with new variants emerging resulting in restrictions being lifted and then reimplemented. A heat dome in June saw rivers swell and some Village residents forced to evacuate. Two atmospheric rivers also ravaged our region in November and December with our rivers again swelling to extremely high levels. Many residents were again put on evacuation alert and worked hard to keep water at bay by constructing sandbagging dikes.

In May, we learned of the horrific discovery of the remains of 215 undocumented children at the Kamloops Indian Residential School. It was a confronting time and one where we were called on to acknowledge the incredibly deep pain this caused and continues to cause so many people including our neighbours in Lil'wat and St'át'imc Nations. This still weighs heavy on my mind and I will continue to work to recognize the horrors of residential schools and own and change Canada's ongoing colonial practices and behaviour.

Climate action has been high on Council's priority list and in 2021 the Village began work on a Community Climate Action Plan (CCAP) to help address climate change in Pemberton. We asked the community for input and received some extremely valuable feedback that Staff have incorporated into the Plan. I'm excited that we are making moves in this very important space and look forward to seeing this Plan launched to the public in 2022.

Affordable housing has been a challenge for our community for some time and seems to have become even more pressing in 2021. The Village has been working hard to address this challenge in a number of ways and in 2021 we conducted community consultation which provided important information that will inform future policy development and affordable housing projects.

In January 2021, in partnership with Sea to Sky Community Services (SSCS), the Village also submitted an application for funding to the BC Housing Community Housing Fund for an affordable housing project that would provide 61 new affordable homes to the Pemberton community. This application was approved and project planning will commence in 2022 with community consultation.

The lack of childcare in Pemberton is another pressing issue for our community that Council and Village Staff have been working hard to address. With two unsuccessful funding applications for the expansion of the Pemberton Children's Centre in 2019 and 2020, Staff worked to better address the criteria of the Childcare BC New Spaces Fund, rescoping the project to deliver 10 additional spaces for a similar project cost. Council and I have also passionately lobbied the Ministry of Children and Family Development on behalf of the Pemberton community to request assistance in addressing this issue.

In 2022, I hope and look forward to a transition out of pandemic status and the restoration of some sort of normalcy. I also look forward to continuing to support the community by addressing important community issues and delivering on Council priorities.



Message from the Acting Chief Administrative Officer

Sheena Fraser

As Acting Chief Administrative Officer (CAO) and on behalf of Village Staff, I am pleased to present the Village of Pemberton's 2021 Annual Report.

I must preface this message by acknowledging that Nikki Gilmore was our active CAO throughout 2021 and resigned from the role on March 4, 2022.

The Chief Administrative Officer is responsible for overseeing a team of Staff 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. During 2021 the COVID-19 pandemic continued to present incomparable challenges and I commend our Staff for their skill and tenacity navigating this period and their sustained professionalism and commitment to the community. This Annual Report reflects their commitment and achievements.

January 2021 saw the launch of our new engagement platform Have Your Say Pemberton. The site was created as a way for our community to stay informed on Village projects and provide feedback safely from home. Since the platform launched, the Village has conducted community engagement on Council priorities such as the Community Climate Action Plan and Affordable Housing.

In June, BC Housing approved an application submitted by Sea to Sky Community Services in partnership with the Village which would see 61 new affordable housing units available to Pemberton community members. Utilizing the Have Your Say Pemberton platform, the Village began public engagement in early 2021 to help inform the Village's Housing Options Study and further progress is expected throughout 2022.

COVID-19 continued to impact our community with social distancing, restrictions on restaurant dining and group gatherings, and gym closures continuing throughout the year. However, as vaccinations became available, the Pemberton and District Community Centre became the site of the Pemberton vaccination clinic, facilitated by Vancouver Coastal Health, and it began to feel like there might be light at the end of the tunnel.

Recreation is always an area of community interest and the Village has made progress on some exciting recreation projects during 2021. In January, construction of the second soccer field began at Den Duyf Park and in February the Village was successful in securing \$974,258 in funding through the Community Economic Resilience (CER) stream of the Community Economic Recovery Infrastructure Program (CERIP) for the construction of the Pemberton area mountain bike skills park.

The bike skills park is planned for completion in Fall 2022 and will provide residents and visitors access to a world-class biking facility including a paved pump track for all skill levels.

2021 continued to challenge the community with inclement weather. With the unusually high June temperatures and consequent snowmelt, river levels in the Pemberton Valley created a flood hazard risk and Pemberton saw a State of Local Emergency declared and multiple properties on evacuation orders. The community then tackled another high streamflow advisory for Lillooet River due to an atmospheric river event in November and again in December. The village was once again on high alert with several evacuation orders in place within the community due to flooding risk. I would like to take this opportunity to thank Village Staff all of whom worked tirelessly during these periods to ensure the community stayed informed and safe across these events.

The Village of Pemberton took the day to stop and commemorate those that were lost and the survivors, families and communities that were affected by the atrocities of residential schools in Canada on 30 September, the inaugural National Day for Truth and Reconciliation. Village Staff look forward to moving forward with the implementation of the calls-to-action for local government set out in the Truth and Reconciliation Report.

Despite a few challenging years both socially and economically, Pemberton is continuing to grow and I am proud of Village Staff for their hard work, commitment to this community and our organization that enables the village to continue to grow and prosper. This Annual Report demonstrates what we have been able to achieve and the exciting times ahead.





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 and implemented. 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, Executive Assistant, Human Resources Coordinator, Communications and Grant Coordinator, and Emergency Program Coordinator.

Emergency Management Program

The Village's Emergency Management Program is administered through the legislated authority set out in 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 Management Program includes the development and implementation of procedures to mitigate, prepare for, respond to and recover from large-scale emergencies. The program also includes a focus on education to ensure citizens are emergency prepared.

Corporate, Legislative Services and Administration

Corporate, Legislative Services and Administration 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, Legislative Services and Administration department facilitates policy development, prepares reports and oversees access to information requests, provides administrative support for all Village departments and oversees bylaw enforcement services. The Manager of Corporate, Legislative Services and Administration 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, Office Coordinator and Reception/Administrative Assistant.

Credit: Dave Steers

Finance

The Finance department 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, Accounting and IT Coordinator 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).

Development Services

The Development Services department is responsible for activities 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 BC Building Code
- development and other land related public enquiries.

Under the direction of the Manager of Development Services, the Development Services department consists of the Building Official, Planner 2, Building and Planning Clerk, and two Development Planning Consultants. The Village also contracts an engineering firm to assist with development review and infrastructure work as well as other planning consultants as required.

Operations

The Operations department is responsible for the planning, operation, and maintenance of water, sewer, storm water, parks, roads and sidewalks, and street lighting systems. The Operations department also provides oversight on major and minor infrastructure projects undertaken by the Village. The department consists of the Manager of Operations and Projects, Assistant Manager of Operations, Engineering and GIS Technician, Wastewater Treatment Plant Operator, Water Operator, two (2) Equipment Operators, a Skilled Workhand, Parks Labourer, and Labourer.

Pemberton Fire Rescue

Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton. The Village has a Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) to provide fire protection for Pemberton Meadows, Pemberton Heights, and the Pemberton Fringe. A similar service agreement, which was approved in 2017, ensures fire service coverage to the Lil'wat Nation community as well. The Fire department also provides road rescue service, for all of SLRD Area C. The department's membership stands at 41 and is comprised of two (2) full-time members, 38 volunteers (paid on-call) members and one (1) full-time Administrative Assistant.

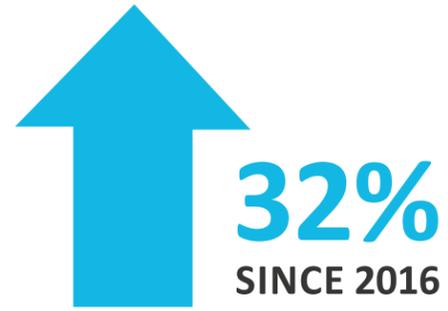
In 2021, the Village of Pemberton was successful obtaining funding for BC's FireSmart initiative which allowed Fire Rescue to hire a FireSmart Coordinator and FireSmart Labourer on a term basis.

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 fields located at Den Duyf Park as well as 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, Facilities Booking Coordinator, Customer Service Coordinator, Customer Service Representatives and Program Leaders/ Youth Workers. The PDCC has 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 community gathering space.

2021 Highlights

Population
of Pemberton
3,407



23

Council Meetings
held

12

Committee of the
Whole meetings held

Business
Licences
Issued



480

Dog
Licences
Issued



180



Facebook
Likes or reactions
6,390



Fitness Centre
Visits
18,078

39 Site Alteration Permit
applications received



203 Building
Permits



294 Customer
Service
Requests

COVID-19 Response

The COVID-19 pandemic continued into 2021 as work proceeded on establishing the rollout of the vaccination program. The Village maintained its protocols and adjusted in accordance with Public Health Orders.

Office of the CAO

Resource and Recovery Team

In June, 2020 the EOC, which was activated for the internal coordination, planning and communications during the start of the pandemic, was 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 Resource and Recovery Team in 2021 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 Health Orders
- sharing information and recommendations from the Health Authority internally and to the community

Policy Development

As reported in the 2019–20 Annual Report, as a result of the COVID-19 pandemic, 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 continued to progress and direction from authorities changed throughout 2021.



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 continued to adjust 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 continued to be reviewed and revised in 2021 to ensure the safety of the Firefighters and the public.

Finance

The Village's Five-Year Financial Plan discussions again took into consideration long-term financial planning and best practices given the continuation of the Pandemic.

The Village of Pemberton and its government partners, continued to monitor and assess the impact of COVID-19 on our community and local government operations and finances. The province provided enhanced relief for municipalities issuing a COVID-19 Safe Restart grant for local governments. The grant assists with COVID-related shortfalls for; revenue losses, facility reopening and operating, emergency planning and response, bylaw and protective services, computer and technology costs and other related costs. The Village received \$987,000 in funding through this program which may be used over a multi-year period.

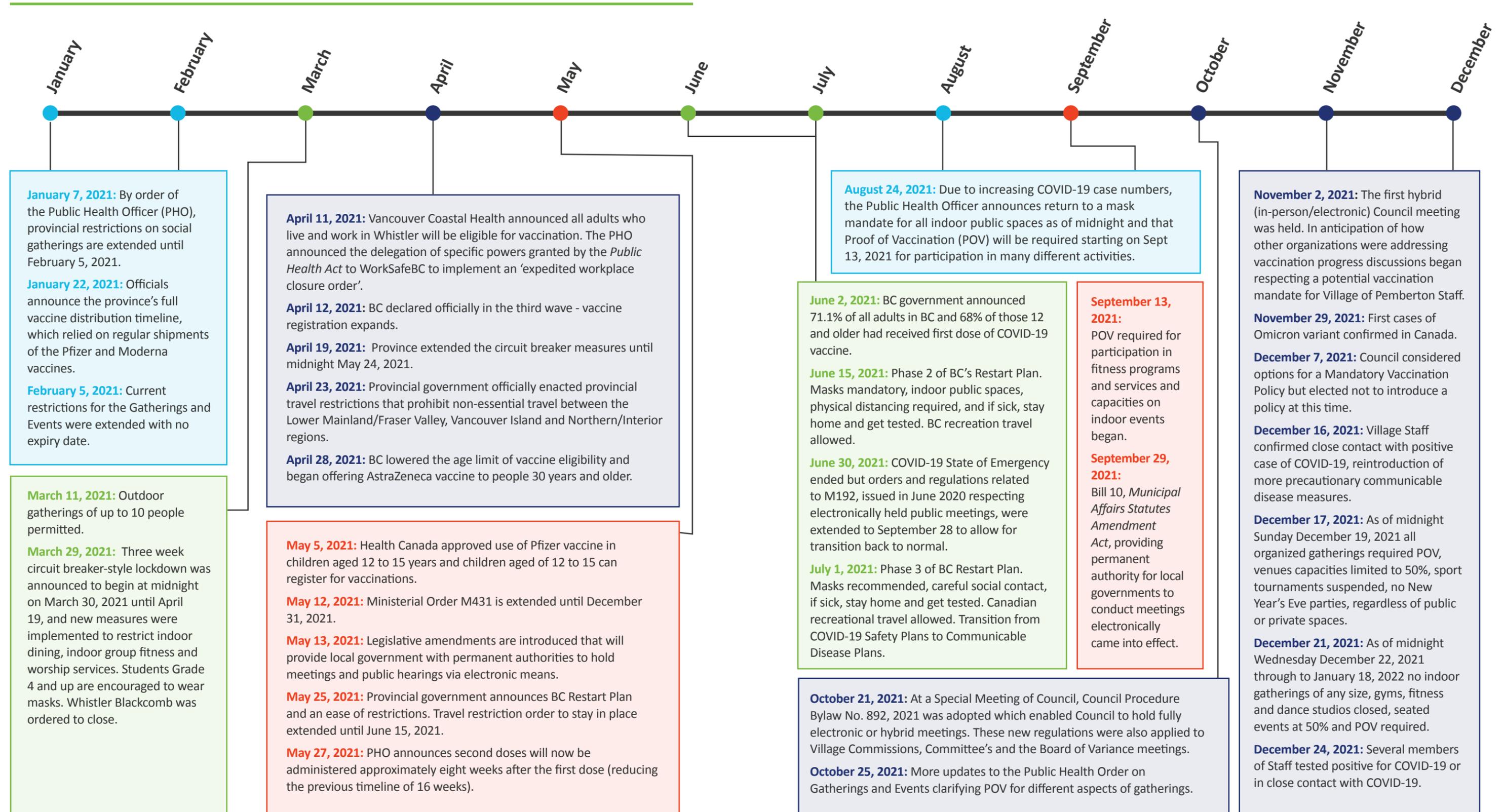
The below list identifies the categories of initiatives undertaken in 2021 utilizing the COVID-19 Safe Restart grant funding. The cost of each initiative will be updated upon completion of the financial audit which has been delayed due to unforeseen circumstances.

Eligible COVID-19 Safe Restart grant expenses in 2021

- Office and IT Hardware Equipment Upgrades
- IT Software Program Upgrades to facilitate online operations
- Repairs, Parts and Supplies related to COVID-19 Restart
- Municipal Facility Upgrades

In 2021, the Village of Pemberton established the Alternative Municipal Tax Collection Scheme Bylaw No. 901, 2021. This allowed 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. This bylaw was in place for 2021 only and will not apply in 2022 or beyond.

COVID-19 2021 Timeline



Council Priorities

Affordable Housing Implementation Plan

This project is facilitated by the Development Services department.

In 2019, the Affordable Housing Revised Background Report was completed which updated the policy, planning and regulatory framework for affordable housing in Pemberton. The Age-Friendly Affordable Housing Needs Assessment and Action Plan were completed and adopted that year as well. In 2020, an Implementation Plan identifying specific tasks the Village will undertake to implement the Age-Friendly Affordable Housing Action Plan was presented to Council.

The Implementation Plan prioritized the following recommended actions for the 2021 budget year:

- policy development (ongoing)
- review of the Official Community Plan (deferred to 2022)
- Development Cost Charge Review (deferred to 2022)
- 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).

Additionally, in 2021 a virtual information session and community survey were completed utilizing the Village’s Have Your Say Pemberton platform and meetings were held with Lion’s Society, Sea to Sky Community Services and BC Housing.

Looking forward

In 2022, 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. Additionally, the results of the virtual information session and community survey will be added to the Village’s datasets and analyzed in context with all available information.

Economic Development Strategy

This project is facilitated by the Office of the CAO.

The Regional Economic Development Collaborative, consisting of Elected Officials and Staff from the Village, SLRD, Líl’wat Nation, the Líl’wat Nation Business Corporation, N’Quatqua and representatives from the Pemberton and District Chamber of Commerce and Tourism Pemberton completed the Regional Economic Development Strategy and this was published in March 2021.

The Village has pursued its own Economic Development Strategy and Action Plan and a draft was developed in late 2021.

The draft plan’s objective is to identify ways of creating alternate revenue sources outside of taxation while creating an environment favorable to retaining current and attracting new and diverse investment, increasing local employment, and building a robust and sustainable community.

Due to staff shortages, the draft was not finalized and is still under review.

Looking forward

It is anticipated the Village’s Economic Development Strategy and Action Plan will be finalized and presented to Council for review in 2022.

Municipal Facilities

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

In 2021, the Village continued to deliver on this priority through applications to:

- the COVID-19 Resilience Infrastructure Stream for Infrastructure Upgrades at One Mile Lake
- the Canada Healthy Communities Initiative for the surfacing of the Downtown Barn
- the Canada Healthy Communities Initiative for the Friendship Trail: Pemberton Farm Road East Connector project
- the NRCAN Zero Emission Vehicle Infrastructure Program (ZEVIP) for additional EV Chargers to be located on Aster Street
- the BC Active Transportation Infrastructure Grant for the Friendship Trail: Pemberton Farm Road East Connector
- the Childcare BC New Spaces Fund for the expansion of the Pemberton Children’s Centre.

Soccer field and amenity building

In 2021, the construction of a second soccer field began and development proceeded on preparing a request for proposal for an amenity building to be located next to the soccer field at Den Duyf Park. Funding was secured for the development of the mountain bike skills park and a request for proposal was issued in the summer.

2022 will see the second soccer field open in the fall, the issuance of the request for proposal for the amenity building and the completion of the construction of the mountain bike skills park. It is anticipated that the amenity building will be constructed and open for use by summer 2023.

Municipal Hall and Fire Hall

As the community grows so too does the operations of the Village. This has resulted in staffing increases to meet the demands of daily operations and the Village has outgrown its current administrative facilities.

A Municipal Facilities review and design for a new Municipal Hall and Fire Hall was identified as a priority of Council in 2018 however, the pandemic resulted in this initiative being deferred several times.

The Village currently operates out of two detached municipal buildings. The main Municipal Hall building was constructed in 1960 to house the local forestry office, and the second, smaller building, which served as the original forestry office space and included a garage (now Council Chambers), was constructed in 1957, making the two buildings 62 and 65 years old respectively. Both buildings fail to meet current building standards.

In addition to not meeting building standards, the existing buildings also fail to meet the BC Energy Step Code, put in place to improve overall building energy performance. Implementing the Energy Step Code in tandem with zero-emission heating and cooling systems, is a key strategy identified in the Village’s Community Climate Action Plan to help reduce greenhouse gas (GHG) emissions in Pemberton and move us closer toward our goal of 100% reduction in GHG emissions by 2050.

Municipal Hall is already beyond capacity for existing Village Staff and some Staff members are required to share desks and/or work remotely in order for the Village to deliver on its operational needs. In addition, the buildings do not currently provide any capacity for future growth. The buildings are extremely dated with worn fittings and a complex floorplan not conducive to efficient operations. Work spaces are separated by temporary partitions with no sound barriers, providing little to no privacy for most workers and furniture is aged and worn with little to no ergonomic features. In addition, the buildings internal space does not meet current accessibility standards.



Municipal Hall also serves as the Emergency Operations Centre (EOC) for the Village of Pemberton during major emergencies or disasters. The current EOC also holds major limitations and constraints affecting the response capacity of the Village. In an active EOC, upwards of 30 staff members would be required to fully staff the EOC in a large-scale disaster and the current space does not have the ability to accommodate this level of staffing. The EOC is also required to be suited with the necessary IT equipment and back up power to remain operational in the event of a power outage, and the current space is unable to meet those requirements

EOCs should be located in a post-disaster building, meaning they should be able to withstand seismic events. The current building does not meet this requirement, therefore, should a major seismic event take place, the Village’s EOC would cease to be operational, affecting Emergency Operational support to Pemberton residents.

Further, the Pemberton Fire Rescue has seen an increase in fire calls and activity which has resulted in a record number of callouts each year. It is anticipated that new trucks will be required as older trucks are retired and the existing fire hall will not accommodate the new, larger and more sophisticated equipment. There is also no space for an adequate training facility on site (Staff are currently required to move vehicles out of the Fire Hall in order to conduct training) and the current Fire Hall has inadequate room for gear, meeting room space and a fitness room for staff and volunteers.

Finally, the construction of new Municipal Hall and Fire Hall buildings also provides potential for the creation of additional community and commercial spaces for Pemberton residents. While design is yet to be finalized, the vision of this project is to create multi-use buildings that not only serve the operational needs of the Village and Pemberton Fire Rescue, but also deliver vibrant community spaces and commercial opportunities for the Village community.

In 2021 work began on developing a request for proposal (RFP) for the Design Program and Conceptual Site/Building Design of a new Municipal Hall and Fire Hall. The RFP was issued in November, 2021.

In 2022, the Design Program and Conceptual Site/Building Design RFP will be awarded, and work will proceed on developing concept plans for a new Municipal Hall and new Fire Hall for consideration by Council.

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.

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 submitted funding applications to the BC Government’s Childcare BC New Spaces Fund in both 2019 and 2020 to accommodate the expansion of the Pemberton Children’s Centre which would provide for 40 more spaces for ages 30 months to school age. Unfortunately, both of these applications were unsuccessful.

At the 2019, 2020 and 2021 UBCM Conferences and subsequent meetings, Village Council lobbied the Minister of Children and Family Development and Ministry staff on behalf of Pemberton families to request assistance in addressing the challenges they faced due to the lack of daycare spaces in Pemberton. Council also requested the Ministry expand the eligibility of provincial funding opportunities to enable private childcare providers to access funding support, and requested that the province subsidize equitable wages for childcare workers and increase options for accessible training.

In October 2021, the Pemberton Children’s Centre expansion project was rescoped to accommodate an additional 10 spaces for children aged 30 months to school age bringing the capacity of the addition to 50 spaces. A third application to the Childcare BC New Spaces Fund was submitted in November 2021.



Pemberton Secondary School students present climate action petition to Mayor Richman

Looking forward

In 2022, if the Village is successful in receiving grant funding through the Childcare BC New Spaces program, the expansion of the Pemberton Children’s Centre project will commence with the issuance of a request for proposal for design. Village Council and Staff will also continue to lobby the province to enable private childcare providers to access provincial funding support and to facilitate equitable wages for childcare workers and increased training opportunities.

Community Climate Action Plan

The Village of Pemberton Community Climate Action Plan (CCAP) carves a path towards a low carbon future, one in which residents thrive in a connected, healthy, and prosperous community and act collaboratively and individually to address the challenges of climate change. The CCAP is a plan to mitigate, or reduce, a community’s territorial greenhouse gas (GHG) emissions. Pemberton’s CCAP is focused on territorial-based emissions from buildings, transportation and waste, since those are the largest sources of emissions.

The Village of Pemberton has a legislative requirement to set targets to reduce greenhouse gas (GHG) emissions and develop plans to mitigate emissions. Having a CCAP ensures the Village of Pemberton is ready to apply for federal and provincial funding to implement strategies for climate change mitigation.

The Village retained the help of Community Energy Association, a non-profit society that works as a trusted independent advisor for local governments on projects related to climate action.

Workshops were held January 28 and February 9, 2021 where the community was invited to participate in a “backcasting” exercise, propose solutions, and help prioritize strategies.

On March 19, 2021 as part of Fridays for Future, a group of Pemberton Secondary School students led by grade 8 student Sam Tierney, visited Municipal Hall and presented Mayor Richman with a petition signed by approximately 50 students outlining their vision for items to be included in a Community Climate Action Plan. Mayor Richman thanked the students and expressed the Village’s appreciation for their involvement.

A presentation to Committee of the Whole was completed on April 13, 2021 to bring the Village’s elected representatives directly into the conversation. Public engagement consisted of a virtual information session “Let’s Talk Climate Action” held on the evening of April 8, 2021 and a public survey which ran from April 8-30, 2021.

Looking forward

In 2022, the CCAP is anticipated to be adopted by Council with implementation of the calls to action to begin immediately. Consideration of a new climate resiliency coordinator position will come forward as part of the 2023 budget deliberations. This climate resilience coordinator will be responsible for spearheading the implementation of the CCAP calls to action.

Asset Management

The Village identified the need for a robust asset management plan several years ago. While work has proceeded over time the cost to undertake this program has been prohibitive and Village resources limited. As such this work has proceeded but on a limited basis and deferred in several instances.

In 2021, grant funding was secured and the Village engaged a consultant to assist in building a repeatable and realistic Asset Management Plan and a Long-Term Financial Strategy. This Plan and Strategy will assist the community in moving towards a financially sustainable future. The project will involve two phases: Phase 1: Asset Management Plan and Phase 2: Asset Management Financial Strategy. The project commenced in the fall, 2021.

Looking Forward

In 2022, Village staff will continue to work with the consultancy to complete this project with an aim to see the implementation of the plan in 2023 and beyond.

Official Community Plan (OCP) Update

The Village of Pemberton is undertaking a comprehensive review of the Village’s Official Community Plan (OCP). Provincial guidelines suggest an OCP should be updated every 5 to 10 years, and in light of the tremendous growth experienced by the community, a review and update of the current Official Community Plan Bylaw No. 654, 2011 is overdue. The Village has identified the update of the current OCP as a strategic priority for several years

The work will include significant and meaningful community and stakeholder engagement, preparation of a vision and guiding principles, a plan audit and policy gap analysis, preparation of policy options and proposed policy directions on a number of key topics, a review and update of development permit guidelines, and mapping updates. The process of updating the OCP will include presentations and engagement with the public, the OCP Advisory Committee, other Village Committee’s as determined and Council.

In 2021, the OCP review and update had to be deferred due to staffing challenges.

Looking forward

It is anticipated the OCP review and update will be formally initiated in 2022 and take approximately two (2) years to complete.

Boundary Extension

The Village has plans to move forward with a minor boundary extension to correct some inconsistencies in the existing boundary and, potentially, bring some private properties that are contiguous to the existing boundary into the Village’s jurisdiction which is at the request of the property owner. This process will require the Village to undertake community consultation in order to seek the support of Village residents prior to approval of these changes.

Looking forward

This initiative was put on hold due to the COVID-19 pandemic and has been earmarked for 2022.

Single Use Plastic Bag Bylaw

Council first considered the implementation of a Single Use Plastic Bag Bylaw in 2018 and this initiative was added as a Council priority in 2019. However, as a result of legal challenges made against some local governments that implemented bylaws of this nature, it was determined to put this initiative on hold until more information was available. The Village did survey local businesses to garner feedback on implementing a bylaw of this nature and received general support overall. In the meantime, much work was being done at both the provincial and federal level on the matter of banning single use plastics and given the Village’s limited resources this initiative was put on hold until more information and direction was available.

In 2021, reducing the use of disposable plastics was identified by the community as an important action through the Let’s Talk Climate Action public information session held in April, and through the online climate action survey. As such, this project, that was to be facilitated by Corporate and Legislative Services, has been transitioned to Development Services.

British Columbians use and throw out **billions of single-use items every year**, and single-use items are the most frequently found items in beach cleanups in BC (cleanBC, 2022).

Looking forward

The single-use plastics initiative will be included in the Community Climate Action Plan as a key element under the big move; “Close the Loop on Waste”. The Community Climate Action Plan will be presented for adoption by Council in Spring, 2022.

Improved Monitoring: Floods and Landslides

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

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 2022/23.



Operational Priorities

Office of the CAO

Regional Transit

Since 2017, Village Staff have collaborated with other Sea-to-Sky representatives and elected officials including Liłwat Nation, Squamish Nation, Resort Municipality of Whistler, District of Squamish, and Squamish-Lillooet Regional District and worked closely 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.

Unfortunately, due to the COVID-19 pandemic discussions halted during 2020 and 2021.

Looking forward

It is anticipated that this project will resume again in 2022, with preliminary meetings scheduled for February 2022.

First Nations Shared Services: Water/Sewer

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

In 2019, the Village entered into a three-year agreement with Liłwat Nation for the provision of water to the Industrial Park. In 2021, discussions took place respecting the extension of the service for a further two years.

Looking forward

It is anticipated the extension will be supported and finalized in early 2022. In 2023, the Village will prepare for negotiating a further renewal.

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 began the implementation of the IAP2 spectrum to identify opportunities for meaningful public engagement.

The principles of the IAP2 spectrum were applied to several community projects throughout 2019 and 2020 including the Age-Friendly Affordable Housing Action Plan, the Downtown Enhancement Project, Friendship Trail Bridge Connection.

In 2021, the Village furthered the implementation of the IAP2 spectrum with the launch the public engagement platform ‘Have Your Say Pemberton’. The platform acts as a single source of information on current and future Village projects and facilitates online engagement through surveys, story sharing and questions. The platform has broadened the reach of Village engagement enabling residents to provide feedback and engage remotely – an increasingly important option for public engagement. Community engagement on the Village’s Community Climate Action Plan and Affordable Housing Action Plan was successfully conducted via Have Your Say Pemberton in 2021.

Looking forward

The Village will continue to work to implement the IAP2 spectrum and pursue resourcing options to enable the development of a comprehensive community engagement strategy that would assist in achieving full implementation.

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.

While a commitment had been made to work toward the full transfer of Recreation Services to the Village in 2021, due to staffing transitions and workload for both the Village and the SLRD, this initiative was put on hold. A new recreation brand identity, in alignment with the Village of Pemberton style guide, was developed and launched in 2021.

Looking forward

The Village will work with the SLRD to complete the full transfer of Recreation Services to the Village will proceed in 2022 with an aim to have the service fully transitioned by early 2023.

Nuƙw7ántwał Regional Intergovernmental Relations Committee

In 2018, the Nuƙw7ántwał 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 meetings were postponed during 2020 and the first half of 2021 due to the COVID-19 pandemic, however meetings resumed virtually in August 2021 and again in November 2021.

Looking forward

Planning began for a revised regional gathering due to the continuing pandemic and associated restrictions with the hope to hold a smaller in person gathering early 2022.

Pemberton Valley Emergency Management Committee

The Pemberton Valley Emergency Management Committee was established in 2019 which is comprised of Lil'wat Nation, the Pemberton Valley Dyking District (PVDD), Squamish-Lillooet Regional District (SLRD) and the Village. The Committee focuses on collaboration on disaster risk reduction by prioritizing flood mitigation projects, seeking grant opportunities and increasing emergency preparedness across all jurisdictions.

Emergency Management: Flood Response

This project is facilitated by the Office of the CAO.

Ongoing collaborative work between the PVDD, SLRD, Lil'wat Nation continued throughout 2021 to improve flood response in the Pemberton Valley.

Lessons learned in the 2021 heat dome flood response and the atmospheric river events were incorporated into existing emergency and flood response plans and future mitigation and preparedness measures were identified and have also been incorporated into the workplans of the Village in collaboration with the PVDD.

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 2022 in partnership with the SLRD and District of Squamish. The outcome of this exercise will produce a Regional Evacuation Framework for the Sea-to-Sky and Operational Evacuation Plan for the Pemberton Valley. Funding to undertake this project has been provided by the UBCM Community Emergency Preparedness Fund.

Comprehensive Emergency Management Plan

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 2021, updates were made to the Village's CEMP following lessons learned from the heat dome flood response and atmospheric river events. Lessons learned from internal exercises were also incorporated into this update.

Looking forward

In 2022, updates will continue as needed and the plan will continuously be tested and validated through exercises.

Emergency Operations Centre/ Emergency Responses

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.

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 2021, the Village activated the EOC on two occasions:

- June 24 – July 2, 2021: in response to the heat dome that caused significant flood risk and resulted in 205 properties on Evacuation Alert which led to an Evacuation Order.
- November 14 – December 2, 2021: in response to the atmospheric river events causing localized flooding and led to 269 properties on Evacuation Alert.

Emergency Support Services

Throughout 2021, 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 2021, the ESS team responded to both the heat dome, flood response and atmospheric river events to support evacuees. The team also assisted stranded travelers due to the Duffey Lake Road mudslide and were on standby to support the McKay Creek and Lytton Complex fires throughout July and August.



Pemberton Creek Bridge during Atmospheric River event in November 2021.





Spełkúmtn Community Forest

The interim board of directors, made up of Staff and elected representatives of the Village of Pemberton and Lílwat Nation, the nominating entities, remains in place. The first harvest was completed in 2021, allowing the Board to reimburse Lílwat Nation for their costs in establishing Spełkúmtn Community Forest as a fully functioning community forest. A draft governance policy is in process and will be presented to the interim Board for adoption early in 2022.

Looking forward

Spełkúmtn Community Forest will continue its forestry operations with the 2022 harvest. The governance policy and sales and marketing policies will be adopted, a disbursement policy will be considered, and an administrator will be hired to support the Board and forest contractor and to facilitate public engagement opportunities. It is anticipated that the Interim Board will step down and both nominating entities will nominate new Board Members to represent the communities of Pemberton and Lílwat Nation on the Board moving forward.

Airport Lease Agreements

Corporate Services supports the Chief Administrative Officer in her role as Airport Manager by managing the day-to-day activities of the airport, negotiating lease agreements with potential lease holders, and managing renewals of existing leases. In 2021, in anticipation of the renewal of two leases, Corporate Services reviewed and updated the lease agreement template to streamline and simplify the document.

Looking forward

Two potential new lease holders approached the Village in 2021. Work will proceed on establishing those leases in 2022. As well, in 2022, the Airport snow clearing policy will be reviewed and updated to reflect current operations.

Summer Street Food Pilot Program

The pilot program was designed to offer local food vendors and entrepreneurs the opportunity to test the viability of operating food trucks and carts at selected public spaces, and to animate public spaces with the offering of a variety of snacks and meals. One food truck operated at the Pemberton and District Community Centre parking lot and at Den Duyf Park in 2021.

Looking forward

The pilot program will operate through the summer of 2022.

Bylaw Developments and Amendments

Corporate Services works with other departments to update existing bylaws and facilitate the development of new regulatory and administrative bylaws.

In 2021, the following bylaws were adopted by Council:

- Board of Variance Bylaw No. 893
- Business Licence Amendment (Cannabis Fees) Bylaw No. 894
- 2021-2025 Five Year Financial Plan Bylaw No. 895
- Annual Tax Rates Bylaw No. 896
- Sewer Frontage Tax Bylaw No. 897
- Water Frontage Tax Bylaw No. 898
- Sewer Rates Amendment Bylaw No. 899
- Water Rates Amendment Bylaw No. 900
- Alternative Municipal Tax Collection Bylaw No. 901
- Fees and Charges Bylaw No. 905
- Permissive Tax Exemption (Stewardship Pemberton) Bylaw No. 906
- Board of Variance Amendment (Fees) Bylaw No. 907
- Fees and Charges Amendment Bylaw No. 908
- Council Procedure Amendment (Electronic Meetings) Bylaw No. 909
- Board of Variance Amendment (Electronic Meetings) Bylaw No. 910
- Advisory Planning Commission (Electronic Meetings) Bylaw No. 911
- Building Bylaw No. 912
- Fees and Charges Amendment (Building) Bylaw No. 913
- Parks and Public Spaces Amendment Bylaw No. 915
- Building Amendment Bylaw No. 916
- Bylaw Notice Enforcement Amendment (Admin Assistant) Bylaw No. 918
- Agricultural Enhancement Advisory Commission Amendment Bylaw No. 919
- Latecomers Interest Rate Bylaw No. 920.

Looking forward

In 2022, Corporate Services will work with Development Services to facilitate a housekeeping amendment to the zoning bylaw, the development of a tree preservation bylaw, an update to Development Cost Charge Bylaw No. 723, and updates to the site alteration and blasting bylaws. Corporate Services will review and update the election procedures in anticipation of the 2022 general elections to be held in October, 2022.

Policy Development

In 2021, Corporate and Legislative Services developed the Summer Street Food Vending Policy.

Looking forward

Planned for 2022 are establishment of a privacy impact assessment policy, a fee waiver policy for eligible developments, and an electronic meetings policy and support to Operations in updating the snow clearing policy. Review of the bullying and harassment policy, the Village bursary policy, and privacy policy will be completed in 2022.

Customer Service Requests

Corporate and Legislative Services tracks customer service requests, which consist of inquiries, complaints, comments, and requests for service. Customer service requests have been increasing since 2018 and the trend is expected to continue in 2022.

The table below shows the breakdown of customer service requests by category from 2017 to 2021.

Type of Customer Service Request	2017	2018	2019	2020	2021
Bylaw Enforcement	68	80	108	129	94
Animal Control	14	17	20	20	30
General & Operational (up to 2020)	68	52	124	124	
General					87
Operational					79
Vandalism					4
TOTAL	150	149	254	275	294

Community Enhancement Fund

Council supports not-for-profit organizations that contribute to the general interest and benefit of residents in the areas of sports, recreation, and education, arts and culture, and special events, by providing grant funding from the Community Enhancement Fund. In 2021, the Village supported the following projects by donation from the Community Enhancement Fund:

Organization/Project	Contribution
Village of Pemberton Bursary	\$2,000
Roundabout Sign Administration	\$3,000
Rotary/Chamber Golf Tournament	\$ 500
Lytton Fire Recovery Fund	\$1,000
Lil'wat Christmas Bureau	\$250
Pemberton Food Bank – Christmas Hamper Program	\$250
TOTAL DISBURSEMENTS	\$7000

Vadim Payroll Module

In 2020, Vadim Open was upgraded to allow for online purchase orders and timesheets for Staff, moving away from paper use.

Looking forward

While work on this was delayed it is anticipated that payroll upgrades will be implemented in 2022.

Expense Policy Review

The planned review of the Village's Expense Policy was deferred in 2021 due to staffing transitions.

Looking forward

Expense Policy review, updates and implementation will be undertaken in 2022

Sewer Fees

The sewer rates were increased in 2018 to establish a new sewer reserve and rates have been steadily increased since then to build the sewer Reserve for future capital expenditures.

The planned sewer rate analysis, initially scheduled for 2020 and 2021, was unfortunately deferred.

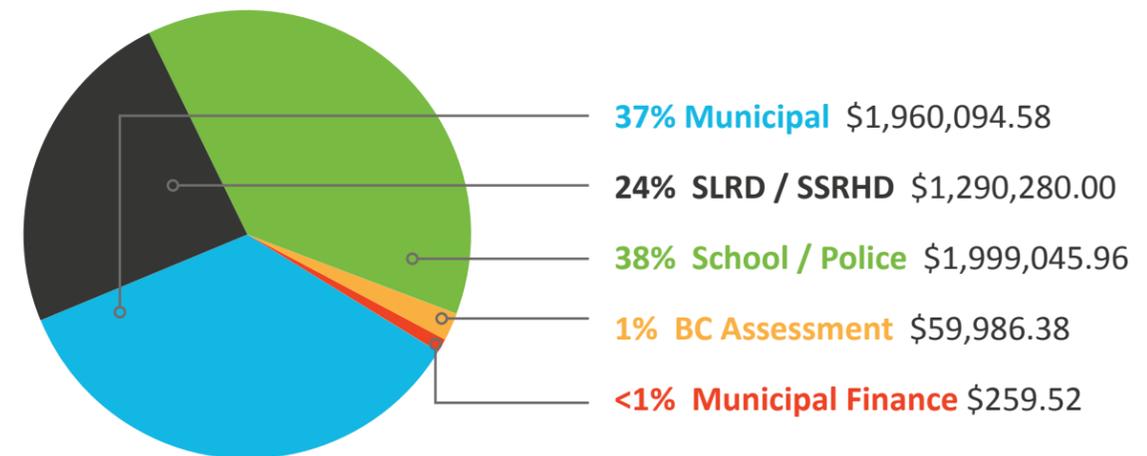
Looking forward

As a result of the deferral of this project, consideration will be given in 2022 with respect to next steps.

Financial Auditing Services Request for Proposals (RFP)

In 2020, the Village planned to issue a RFP for Financial Auditing Services. Unfortunately, due to the COVID-19 pandemic this was deferred to 2021. It was determined that this initiative would not be pursued further at this time.

Tax Collection



Development Cost Charges Bylaw – Phase 1



The Village of Pemberton Development Cost Charge (DCC) 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 2022.

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 2022 with adoption of the Bylaw completing in 2023.

Zoning Bylaw Text and Mapping Amendments

In 2018, Council adopted Village of Pemberton Zoning Bylaw 832, 2018. Subsequently, Village staff have continued monitoring for minor inconsistencies and interpretation issues and compiled a list of proposed changes to improve, clarify and update existing regulations.

To ensure the continued effectiveness of the Zoning Bylaw, a housekeeping amendment was proposed to address the list of unrelated issues. The proposed modifications are minor and include the correction of inconsistencies, previously undiscovered errors, and the clarification of details. As the changes are minor and have no impact on specific properties, they are considered to be housekeeping in nature.

These updates will assist the public in interpreting the bylaw and reduce staff time spent responding to inquiries.

In 2021 the list of proposed changes was finalized and completed revised maps for the amended bylaw.

Looking forward

The Zoning Bylaw Text and Mapping Amendments will be presented to Council and are expected to be adopted in 2022.

New Building Bylaw and Implementation of the Energy Step Code

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. After using the bylaw for two (2) years, a set of administrative amendments were recommended to improve the effectiveness of the bylaw. These changes incorporated the most useful parts of the new Model Building Bylaw provided by the Municipal Insurance Association of BC (MIABC) and a sample bylaw provided by legal counsel. Due to the complexity of managing the numbering of bylaw subsections when new sections are added, a new bylaw was prepared and adopted October 21, 2021.

The BC Energy Step Code is a performance path to energy efficiency in buildings that exceeds the current prescriptive requirements of the BC Building Code. In 2021, facilitation of contractor information sessions respecting the new *Energy Step Code* (ESC) requirements began. The Village also continued its participation in 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. The program continued to be oversubscribed.

Looking forward

In 2022, 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 being brought forward. The Village will also discuss extending the BC Hydro Energy Step Code Building Incentive Offer program with BC Hydro.



Building Permits

The Building department saw a record number of building permits issued in 2021. The following table provides annual number of building permits issued, value of construction and permit fees collected by the Village along with historical data for comparison.

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.

	2019	2020	2021
Population as per BC Statistics	3024	3103	3,407
Planning (Applications Received)			
Site Alteration Permit Applications	25	19	39
Temporary Use Permit Applications	1	0	1
Official Community Plan or Rezoning Applications	2	4	3
Major Development Permits Applications	1	2	4
Minor Development Permit Applications	1	5	6
Development Variance Permit Applications	0	3	4
Board of Variance Requests	7	8	7
Subdivision Applications	2	2	5
TOTAL Received	39	43	69
Building			
No. of Building Permits Issued	87	100	203
Value of Construction	\$26,520,710	\$30,420,014	\$ 63,912,626
Permit Fees	\$213,731	\$243,109	\$ 519,743
Development Cost Charges Collected	\$46,762	\$110,324	\$ 341,083

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.

Pemberton Creek Pedestrian Bridge

The establishment of a new pedestrian crossing over Pemberton Creek between the Highway 99 bridge and the CN rail bridge which will provide a safe pedestrian route between Creekside Village and the Village core, is an operational priority for the Development Services department. The Village’s engineering consultants were retained to complete an alignment and siting study which will result in a more accurate cost estimate for the project. This cost estimate will be presented to Conseil scolaire francophone de la C.B. School District 93 who will be developing the vacant lands across the creek from Creekside to aid in discussions about overall funding plans. The cost of the engineering investigation is wholly covered by funds received from the developer of Tiyata Phase 4.

Looking forward

The Village expects that its engineering consultancy will complete the initial alignment and siting study which will provide a more accurate cost estimate for the project. The Village will continue to work with stakeholders to find ways to make this project a reality.

Lot 8 Master Plan

A masterplan for Lot 8, which is the narrow parcel of land between Frontier Street and the CN rail lines north of the Community Barn, was identified in the work plan for 2021. The Village engaged with a local landscape architect to generate initial site plans for review and discussion. These plans will be used to further the conversation about how best to utilize this parcel of land.

Looking forward

In 2022, concept plans will be presented to the community for discussion about the best use of this valuable land in the Village’s core.

Membership

2021: 39 members



Community Wildfire Protection Plan

In 2021, the Village was successful in securing funding through the Union of British Columbia Municipalities (UBCM) 2022 Community Resiliency Investment (CRI) FireSmart Community Funding and Supports program. A portion of this funding (\$25,855.88) was allocated to developing a Community Wildfire Resiliency Plan for the Village of Pemberton.

The purpose of this Plan is to identify the wildfire risks and hazards within the Village and surrounding community and to examine possible ways to reduce those risks and hazards in an effort to increase resiliency. The Plan will assist in identifying opportunities to identify future fuel treatment and emergency planning initiatives.

Looking forward

The Village will engage consultants to assist in the development of the Community Wildfire Resiliency Plan. The Plan will be developed in consultation with a committee comprised of representatives from Lílwat Nation, the BC Wildfire Service and the Village.

The Plan is expected to be completed by January 2023.

Pemberton Meadows Fire Department

Pemberton Fire Rescue works closely with the Pemberton Meadows Fire Department on certification and training to bring the department to an exterior designation. The Squamish-Lillooet Regional District (SLRD) provides funding for the department and has recently developed a new position of regional fire chief to oversee the Pemberton Meadows Fire Department along with others in the Regional District.

Looking forward

Pemberton Fire Rescue will provide ongoing support and assistance to the Pemberton Meadows Fire Department throughout 2022 and beyond.

Training

Pemberton Fire Rescue ensures firefighters are provided with current training requirements as set out by the Office of the Fire Commissioner.

Pemberton Fire Rescue has a working relationship with Lílwat Nation and the Lílwat Nation Volunteer Fire Department. The integration of training between Pemberton Fire Rescue and the Lílwat Nation Volunteer Fire Department has provided the opportunity for both departments to increase skills amongst all firefighters.



Equipment and Apparatus

Pemberton Fire Rescue maintains a fleet of service vehicles. The department plans to review and develop an asset management plan of department tools and equipment. A review of the Fire Underwriters Survey's and internal plans will also be undertaken to develop a plan for new and future apparatus.

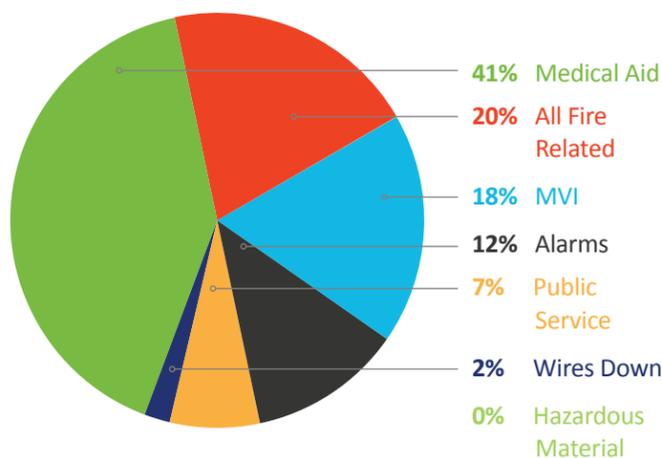
Fire Underwriters Report

In 2022, a review of new report requirements from the Fire Underwriters Survey will be undertaken to continue to meet and provide the best insurance ratings for those within the Village of Pemberton boundaries.

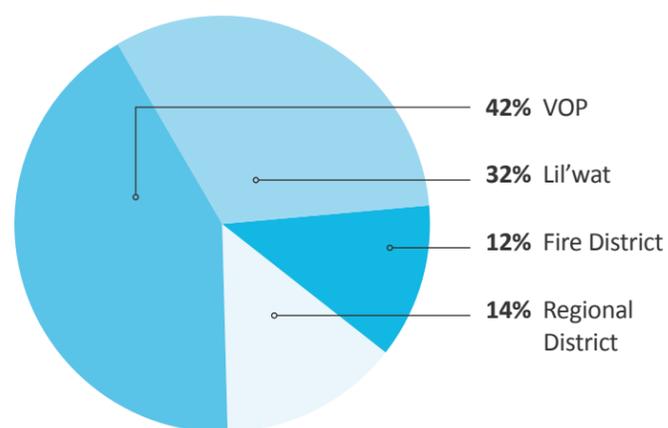
Fire Rescue Incidents

Pemberton Fire Rescue attended to 366 incidents in 2021.

Incidents by type



Incidents by 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. These 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 draws water from the Pemberton Creek Fan Aquifer through two 300mm (12") diameter wells which supply the current Village population of 3,407 (2021 Census), 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 table below displays the maximum, minimum, average, and total water flows for 2021 as well as daily minimum chlorine residuals. For more information and quality data, please refer to the 2021 Village of Pemberton Water System Annual Report found at pemberton.ca.

2021 Daily Water Consumption and Chlorine Residual

	2021 Daily Consumption	2021 Chlorine Residual
Average	1,915 m ³	0.31 mg/L
High	4,264 m ³	0.44 mg/L
Low	843 m ³	0.13 mg/L
Total Annual	700,987 m³	

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 (i.e., pumps, valves, augers, filter screens, meters, backflow preventors, pressure reducing valves [PRV] etc.), water meter reading, annual fire hydrant servicing, watermain flushing, and regular inspections and maintenance.



Wellhouse Standby Generator design and construction

Along with regular inspections and ongoing maintenance, the following projects, upgrades and repairs were completed relating to the water system in 2021:

- wellhouse standby generator design and construction
- well #3 redevelopment, pump head and motor replacement
- supply line flow tube replacement
- Fernwood Drive watermain replacement project scoping and planning
- wellhouse and reservoir radio transmitter maintenance
- coordination of Portage Road watermain repair (developer funded)
- water reservoir cleaning
- ongoing new service connection inspections
- purchase of new water service truck
- water conservation communications campaign
- supervisory control and data acquisition (SCADA) system improvements.

Looking forward

The following are water related projects that the Operations department plans to complete and/or continue in 2022:

- leak detection device procurement and installation
- Fernwood Drive watermain and Pressure Reducing Valve (PRV) replacement
- reservoir mixer motor replacement
- reservoir hatch alarm installation
- chlorine pump replacement.

Water Treatment

The demand for and supply of reliable, potable clean and safe drinking water is of the utmost importance. Based on the Village's expected population growth, an additional water source will be required along with water conservation initiatives. As a result of ongoing, regular water quality testing, monitoring and the potential development of an additional water source the Village of Pemberton has identified a need for a water treatment facility.

Looking forward

The Village has engaged consultants to provide both the preliminary design for a water treatment facility, as well as a Water Conservation Plan (to become available in 2022). As part of this initiative, the Village intends to apply for funding for a \$8,159,000 Water Treatment Plant (WTP) to treat existing and future groundwater sources and provide residents with safe drinking water that meet new Canadian drinking water standards.

Water Use and Conservation

In 2021, the Village exceeded the Canadian average per capita water use and hit an all-time water consumption high (three times the national average on June 29, 2021, coinciding with unprecedented temperatures due to the heat dome), putting enormous strain on the Village's existing system and aquifer recharge capacity, and requiring implementation of significant water use restrictions (Level 3). A successful water conservation communications campaign was subsequently led by the Village throughout the summer of 2021 as part of the Village's water conservation awareness efforts.

Looking forward

With Pemberton's anticipated population growth and the need for climate change related adaptation and mitigation, reducing consumption through water conservation and leak detection efforts remains a top priority going into 2022 and beyond.

Sewer

The Village of Pemberton wastewater collection system consists of over 22,600m 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 operation, inspection, and maintenance of the WWTP and lift stations, water conditioning plant, wellhouse and pumping station, the following repairs and/or replacements took place in 2021:

- WWTP belt press compressor replacement
- Walnut lift station pump replacement
- sewer force main break/repair – Plateau/Hwy 99
- watermain/service connection repair – Industrial Park (Miller Capilano lot).

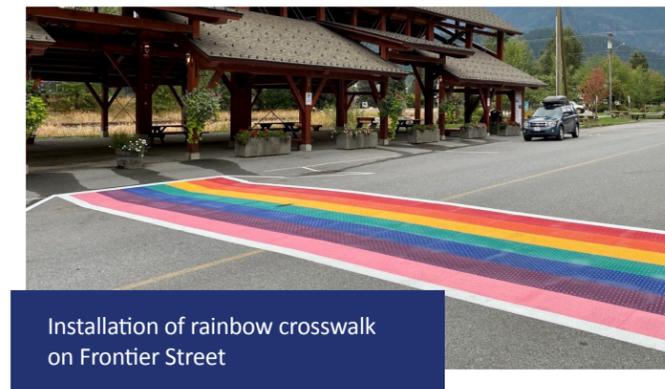
In addition to the routine maintenance of the wastewater collection system and lift stations, the following projects, upgrades, and major repairs were undertaken in 2021:

- WWTP outfall dive inspections
- Village-wide lift station and sanitary force-main flushing
- SCADA system improvements
- WWTP biosolids composting agreement with Sea-to-Sky Soils
- WWTP outfall river hydrology survey (Lillooet River)
- WWTP receiving environment monitoring program development and implementation
- WWTP UV control board replacement
- WWTP headworks screen replacement
- WWTP sludge pumps service/repair
- WWTP variable frequency drive replacements.

Looking forward

The following are sewer related projects that the Operations department intends to continue and/or complete in 2022:

- Walnut lift station upgrade engineering design
- WWTP programmable logic controller processor replacement
- continued SCADA system upgrades and improvements
- continued WWTP receiving environment monitoring program implementation and monitoring
- WWTP basin confined space entry program development and implementation
- WWTP basin cleaning and maintenance
- WWTP decanters protective cover replacement
- WWTP outfall in-line flushing system
- Industrial Park lift station standby generator.



Installation of rainbow crosswalk on Frontier Street

Roads, Trails, and Drainage

There are over 19.5kms of roads that the Village Operations team maintains, not including the Ministry of Transportation maintained Highway 99 and Pemberton Portage Road, and 6kms of strata roads (Ridge, Peaks, Park Street, Tiyata Blvd). 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 and sidewalk sweeping, pothole and other road repairs, fleet maintenance, line painting, gravel shouldering, ditching, culvert repairs and replacements, Streetlighting maintenance, and mowing and brushing within the road right-of-ways.

With the completion of Phase 1 of Sunstone Development, approximately 2.5kms of new roads came under the Village of Pemberton operating inventory in 2021.

The following are various public works, road and drainage projects that were undertaken in 2021:

- installation of a rainbow crosswalk on Frontier Street
- Village-wide ditch clearing and digging
- snow and ice removal operations
- culvert installation on Walnut Street (in partnership with Pemberton Valley Dyking District [PVDD])
- minor paving repairs
- airport perimeter brushing
- completion of Public Works building staff washroom construction
- Public Works shop roof repair
- purchase of excavator and loader for Public Works
- SLRD Transfer Station site servicing planning and connections.

Looking forward

The following projects are scheduled to be undertaken by Public Works in 2022:

- Multi-modal Transportation Hub (Park and Ride)
- Signal Hill Elementary School sidewalk construction on Portage Road
- roundabout sidewalk widening
- roundabout sign upgrades (electronic sign)
- additional speed reader installation throughout the Village subject to grant funding
- downtown Pemberton electric vehicle (EV) charger installation
- planning for EV chargers at Den Duyf Park parking lot (as part of the Sea to Sky EV Charging network project)
- Mackenzie Road washout permanent repairs (following repairs to BC Hydro infrastructure)
- Council Chambers parking expansion.

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

The Village maintains over **17 kms** of roads

Friendship Trail: Pemberton Farm Road East Connector

The Friendship Trail: Pemberton Farm Road East Connector is a 750m section of the 7.2 km non-motorized Friendship Trail (scheduled for full completion in 2024). The proposed multi-use pathway will be located along Pemberton Farm Road East, connecting the existing Friendship Trail on Highway 99 to Den Duyf Park. It is approximately 750m in length and will include an actuated crosswalk and meet or exceed All Ages and Ability (AAA) accessibility standards.

The completion of this section of trail has been a priority of the Village for some time as it is one of the final components of the Friendship Trail - an important link between the Village of Pemberton, Lil'wat Nation, and Squamish-Lillooet Regional District (SLRD), and a critical part of the larger Sea-to-Sky Trail.

In 2020, the Village submitted applications to both the BC Active Transportation Infrastructure Grant Program and the Community Economic Recovery Infrastructure Program in an effort to fund this project. Unfortunately, both of these applications were declined.

The Village continued to pursue funding for this project with two more applications in 2021 to the Canada Healthy Communities Initiative and the BC Active Transportation Infrastructure Grant Program. Unfortunately, these funding applications were also declined.

Looking forward

The Village is committed to completing this section of trail by the end of 2023 and will pursue further funding opportunities in 2022. Should further funding applications for this project be unsuccessful, the Village proposes to fund the completion of this section of trail with funds provided to the Village through the COVID Restart Grant and the Canada Community-Building Fund (formerly the Gas Tax fund) program.



New children's play structure at One Mile Lake Park beach

Parks

The Village operates and maintains over 712,000m² of park land and greenspaces within the Village boundary. This maintenance includes mowing and trimming grass, pruning, weeding, cultivating, aerating, fertilizing, seeding, planting, raking, blowing, sweeping, garbage collection, washroom cleaning and daily sanitization of public toilets, trails maintenance, playground inspections, and general upkeep of the various amenities.

The following are notable activities completed in 2021 in parks:

- One Mile Lake dock repair
- One Mile Lake Park playground installation and drainage works
- addition of sand at One Mile Lake swimming beach
- completion of boardwalk connection at One Mile Lake, to the new unnamed inlet channel trail
- leash free dog park fencing installation.

In 2021, COVID-19 continued to pose challenges for the Operations department. There remained an influx of park users, both tourists and locals, and additional workloads remained due to the continued requirement for increased signage and closures/openings, more frequent cleaning and sanitization of bathrooms and surfaces, and staff shortages due to COVID-19. Further the atmospheric river events in November and December resulted in the floating dock and boardwalk at One Mile Lake Park being impacted.



The Village operates and maintains over 712,000 m² of parkland

Den Duyf Park – Second Soccer Field and Mountain Bike Skills Park

Currently under construction, Den Duyf Park will be a multi-use recreation area located on Pemberton Farm Road East. The Park will include two grass soccer fields, an amenity building (soon to be constructed), mountain bike skills park, and a baseball diamond (to be considered in a future phase).

The funding for the second soccer field and the amenity building was secured in June 2020, with the contract being awarded in November 2020 and construction commencing in January 2021. The second soccer field is anticipated to be open for operations beginning in the fall of 2022, with the amenity building design and construction ongoing in 2022 and 2023.

The funding for the mountain bike skills park was secured in February 2021, with site preparations beginning shortly after in March 2021. The contract was awarded in July 2021, with construction and operations to commence in spring and summer of 2022, respectively.

Den Duyf Park is a culmination of a number of smaller projects made possible through funding from the governments of Canada and British Columbia, as well as seven local partners including the Den Duyf family, the Squamish-Lillooet Regional District (SLRD), Whistler Blackcomb Foundation, The Ridge at Sunstone, Sunstone Pemberton, the Rotary Club of Pemberton and the Pemberton Off Road Cycling Association (PORCA).

The following are additional projects, upgrades, and maintenance activities that were undertaken in 2021 in parks:

- seasonal parks preparations and clean-up, including debris and gravel removal from parks and boulevards
- Seasonal parks/garden bed clean-up and flower and bulb planting, and winterization
- One Mile Lake parking lot dust control spraying
- environmental consulting on One Mile Lake Trail widening
- irrigation system start-ups
- irrigation winterization
- new waste receptacles installed throughout the Village
- purchase of new Ford F450 Parks Dump Truck
- Sunstone parks and green space maintenance takeover
- roundabout greenspace overhaul
- Christmas lights installation and takedown.

Looking forward

The following are park projects that the Operations department plan to continue and/or complete in 2022:

- One Mile Lake trail widening and floating dock restoration
- ongoing One Mile Lake fish habitat restoration (culvert replacement and gate valve installation during 2022 fish window)
- Pioneer Park trail re-alignment
- Council Chambers flower bed replacement.

The parks department is anticipating a continued increase in workload in 2022 with numerous parks and greenspaces coming under the Village responsibilities following the completion of local development projects.

Outdoor Basketball Court

In 2019, Pemberton and District Recreation Services 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 inclusion of the outdoor basketball court as an additional amenity within proximity to the Pemberton and District Community Centre and a resource for students at Signal Hill Elementary School during school hours. The outdoor basketball court will enhance the community's recreation hub.

In 2020, the Village continued to investigate funding for this project. In 2021 alternative locations were considered, resulting in planning moving forward for construction on Lot 8 (located along Frontier Street behind the Downtown Community Barn).

Looking forward

Upon securing funding and finalizing the location, construction of the basketball court will begin in 2022.

Privacy Impact Assessment (PIA)

A PIA was planned to be developed in 2020; however, due to the COVID-19 pandemic this initiative was deferred. The COVID-19 pandemic continued to impact with the implementation of a PIA but work proceeded with upgrades to the current camera systems.

Looking forward

In 2022, incidents of vandalism will continue to be monitored and reported to the RCMP as necessary. A determination will be made as to whether the increase in vandalism justifies a PIA for the addition of more CCTV cameras around the Pemberton and District Community Centre.

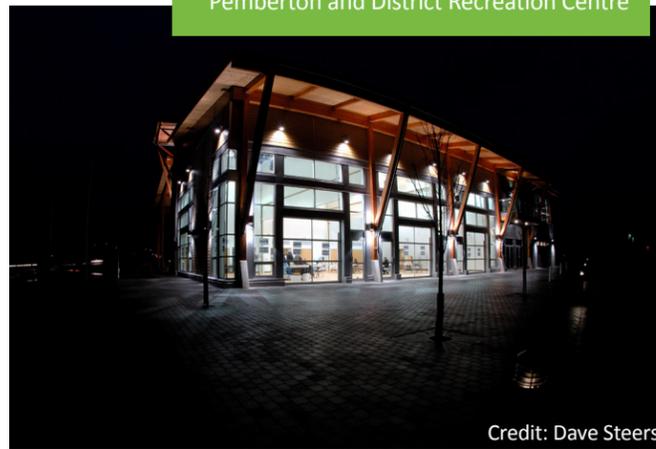
Nature Play Park Fibar Installation

The Nature Play Park was established in 2017 with additions built in 2018 and 2019.

Looking forward

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

Pemberton and District Recreation Centre



Credit: Dave Steers

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. Plans were put in place to continue with collaboration in 2021 but again due to the pandemic were subject to Public Health Orders and restrictions changing and the Buddy Program was put on hold.

Looking forward

In 2022, the Recreation Service and Whistler Adaptive will continue to work and collaborate together, to develop and implement this program so it is a regular component to operations.

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 Activity Room C for public use. The new equipment has supported the enhancement of fitness programming and offerings at the fitness centre.

Looking forward

In 2022 the replacement and maintenance strategy will be reviewed to continue to enhance our return to programs and services post pandemic recovery.

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. Due to operational challenges this work did not proceed in 2021.

Looking forward

Upgrades to this area will be completed in 2022.

Library Accessibility Upgrades

In 2021, the Pemberton and District Community Library received funding through Employment and Social Development Canada's Enabling Accessibility Fund (EAF) in the amount of \$100,000.

Looking forward

In 2022 work will be done to increase accessibility of PDCC on the south side entrance which as a result of the COVID-19 pandemic has become the primary access point for the Library.

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. Work will be completed on this project in 2022.

Water Fountain

In 2020, plans for the addition of a water fountain on the second floor of PDCC that allows access for all was approved. This project was completed in fall 2021 and has already saved 2000 bottles from entering landfill.

Community Events

Recreation Services traditionally hosts a community Canada Day celebration on July 1 each year. In previous years, activities have included the annual Spud Run, parade, vendors market and a community celebration. Funding to support these activities was provided through Heritage Canada. The PDCC also traditionally hosted Family Fun Nights in the summer which included free play, music and local food from community vendors.

Due to the COVID-19 pandemic, in 2020 and 2021, the Family Fun Nights were suspended and the Family Day and Canada Day celebrations were adjusted to virtual events.

Looking forward

In 2022, Recreation Services looks forward to Public Health Orders being removed and welcoming back in-person events for the Community.





Capital Projects, Funding and Tax Exemptions

Capital Projects

A full list of 2021 capital projects will be included in an update to the Annual Report in the coming months.

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 Initiative 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 provides funding opportunities to community groups through two streams - Economic Development and Arts, Culture and Recreation.

In 2021 the following groups were provided funding via the Economic Development stream:

- Pemberton and District Chamber of Commerce
- Tourism Pemberton.

In 2021, the following groups were provided funding via the Arts, Culture and Recreation stream:

- Pemberton Secondary School Outdoor Gathering Space
- Spud Valley Nordic Association
- Tourism Pemberton Snow clearing Nairn Falls parking lot
- Pemberton Cemetery 2021
- Pemberton Canoe Club
- Pemberton Farmers Market Association
- Wellness Almanac (care of the VOP)
- Pemberton Arts and Culture Council
- Pemberton Off Road Cycling Association
- Pemberton BMX Society
- Pemberton Childcare Society.

Grant Funding Received

The list below identifies grant funding received in 2021 and includes the project name and/or initiative for which the funds were received. The funding amounts will be updated upon completion of the financial audit which has been delayed due to unforeseen circumstances.

Funding source and project name
FCM - Asset Management Planning
CERIP - Mountain Bike Skills Park
UBCM CEPF - Evacuation Route Planning
UBCM - Structural Flood Mitigation
Department of Canadian Heritage - Canada Day 2021
BCRPA - Family Day 2021
MIABC Risk Management - Reservoir Fencing Signage
CRIP - FireSmart Economic Recovery Fund
UBCM - Flood Mitigation
Canada Summer Jobs 2021
BC Hydro - Decorative Wraps Program
Whistler Blackcomb Foundation - Fire Truck and Trailer

Permissive Tax Exemptions

Organization	Exemption Value
Municipal Land and Buildings	\$ 4,883.00
BC Conference of Mennonite Brethren	\$ 427.00
Pemberton Childcare Society	\$ 1,134.00
Pemberton Lion's Society	\$ 1,803.00
Stewardship Pemberton	\$ 310.00
Pemberton Search and Rescue	\$ 432.00
TOTAL EXEMPTION VALUE	\$ 9,184.00

Audited Financial Statements

The 2021 Audited Financial Statements will be included in an update to the Annual Report in the coming months.

