

Date: Tuesday, July 12, 2022
To: Council
From: Elizabeth Tracy, Chief Administrative Officer
Subject: Office of the CAO 2022 Second Quarter Strategic Priorities Update

PURPOSE

The purpose of this report is to provide Council with an update on the Strategic Priorities and activities of the Office of the CAO for the second quarter of 2022.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's Strategic Priorities and Office of the CAO projects and activities.

DISCUSSION & COMMENTS

The Second Quarter of 2022 was busy as the Office of the CAO maintained the operation of the Village while recruitment took place for a new CAO. Sheena Fraser, Manager of Corporate & Legislative Services, assumed the role of Acting CAO on March 5th and continued in that role until June 13th at which time Elizabeth Tracy joined the Village.

The following sections detail the tasks/projects undertaken in the Second Quarter for the Office of the CAO:

Emergency Management:

The following provides Second Quarter Updates for the Emergency Program Coordinator:

- Held an Emergency and Wildfire Preparedness event at the Downtown Community Barn on May 7th in partnership with Pemberton Fire Rescue and the FireSmart team with attendance from other local first responder organizations.
- Participated in the project kick off for the Community Wildfire Resiliency Plan in conjunction with B.A. Blackwell and now assumed the role of project lead due to staff changes within the FireSmart team.
- Facilitated freshet, wildfire, extreme heat and air quality preparedness sessions with internal departments as well as other community stakeholders.

Communications and Grant

The following provides Second Quarter Updates for the Communications and Grant Coordinator:

- Managed the 2021 Annual Report project including developing templates and instructions for key staff, drafting, compiling, arranging and editing content, sourcing images, working

with a graphic designer to complete final design and developing and delivering communications to support the publishing of the Report to the public.

- Submitted two (2) grant funding applications and supported the submission of a further two (2) more to support 2022 Strategic Priorities and shovel-ready projects.
- Developed communications plans and delivered communications to promote the Village's Property Taxes and Utilities campaign, BC Hydro Box Public Art Competition and Bike Skills Park Official Opening.
- Developed and issued media releases to announce successful funding of three key projects within the Village.
- Provided ongoing strategic communications support, branding and collateral development, public relations and media support, website and social media management and grant administrative support to various departments across the Village.

Human Resources

The following provides Second Quarter Updates for the HR Coordinator:

- Onboarded:
 1. Receptionist
 2. Accounting & IT Coordinator
 3. CAO
 4. Seasonal Parks Labourer
 5. FireSmart Labourer
 6. Development Services Co-Op
 7. Operations Administrative Assistant
 8. x3 contract Building Officials
 9. x7 casual recreation employees
- Supported internal transfer of:
 1. Skilled Workhand
 2. Office Coordinator
 3. Fire Captain
 4. FireSmart Coordinator
- Offboarded:
 1. Fire Chief
 2. Building Official
 3. Operations Administrative Assistant
- Ongoing recruitment activity for Bylaw Enforcement & Animal Control Officer, Building Official and Operations Administrative Assistant
- Analyzed Spring Staff Survey results
- Delivered the first HR Update for Council
- Triggered independent salary review process for Staff
- Coordinated mid-year performance evaluation process
- Supported Finance with wage increase process following budget approval
- Provided updates to the Bullying Harassment & Discrimination Policy
- Administered Village Bursary for 2022
- Completed Driver Standards Policy checks on Staff for 2022

Executive Assistant

The following provides Second Quarter Updates for the Executive Assistant who is supporting the Acting CAO on several ongoing initiatives and projects in addition to the following:

- Coordinated the working group for the Municipal Hall and Fire Hall development.
- Represented the Village as a liaison to the Regional Economic Development Collaborative, Sea to Sky Destination Management Committee and Tourism Pemberton
- Attended the Nukw7ántwal Organizing Committee meetings to schedule a new date for the Nukw7ántwal Regional Gathering
- Arranged Cultural Safety and Humility training for staff

Strategic Priorities

The list of Strategic Priorities and Operational Priorities is attached and includes updates on the status of each initiative and/or project. As noted in previous reports, while some initiatives were expected to have been completed by end of 2021, due to workload, recruiting initiatives and the COVID-19 pandemic, some were deferred and are slated for completion in 2022 or on hold or paused due to circumstances beyond our control. An update to the priorities has resulted in the completion date of some projects being moved to 2023.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

COMMUNITY CLIMATE ACTION PLAN

All reports to Council will include identification as to how a project/initiative or plan aligns with the Community Climate Action Plan. In this regard, reporting on the status of Strategic Priorities and updating Council on departmental workplans through quarterly reports aligns with Leadership 1.2 as provided below:

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration

RECOMMENDATIONS

THAT Council receives the Office of the CAO 2022 Second Quarter Strategic Priorities Update for information.

ATTACHMENTS:

Appendix A: Second Quarter Strategic Priorities Chart and Status Worksheet

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

Village of Pemberton					
Strategic Priorities Status Sheet					
30-Jun-22					
Council					
NOW	Priority	Department	Status	Completion Date	Comments
1.	COMMUNITY CLIMATE ACTION PLAN	DS	COMPLETED	0	Adopted March 8, 2022; Launch held April 6th; implementation of actions expected to proceed in 2023.
2.	MUNICIPAL FACILITIES	CAO	In Progress	Fall, 2022	Design contract awarded in January 2022; Staff continue to work with the consultants on fire and municipal hall design and space considerations; Expection design completion fall 2022
3.	ASSET MANAGEMENT	CAO/ Finance/ Ops	In Progress	Summer 2022	Staff is entering the final phase of the Asset Management Plan data review, having made material progress on the Asset Management Plan in working with the consulting project manager. The Asset Management Financial Strategy will be completed in the upcoming quarter and rolled out to select staff and Council. The UBCM grant and FCM grant are now extended and finally aligned with respect to reporting deadlines.
4.	OCP UPDATE	DS	Active	2024	Contract awarded June, 2022. OCP Review/Audit underway.
5.	DAYCARE EXPANSION	DS/ Corp	In Progress	Estimated Fall, 2023	Development of the RFP is underway with issuance expected summer, 2022.
NEXT	Priority	Department	Status	Completion Date	Comments
.	ECONOMIC DEVELOPMENT STRATEGY	CAO	On Hold		Will require updating to incorporate COVID-19 restart elements
.	BOUNDARY EXTENSION	CAO	On hold		On hold - incorporated into the 2022 workplan for consideration.
.	SINGLE USE PLASTIC BAG BYLAW	DS	On hold		Incorporated as an action item in the Community Climate Action Plan. It is anticipated this item will be on the workplan in 2023 and a responsibility of the Climiaste Action and Resiliency coordinator should approval for this position be given.
.	IMPROVED MONITORING (floods & landslides)	CAO	Ongoing		Monitoring of Lillooet River and Mt. Currie, prioritization of flood mitigation projects and grant applications.
Advocacy/ Partnerships	Priority	Department	Status	Completion Date	Comments
.	<i>Regional Transit</i>	CAO	In Progress		Reinvigoration of the project began in September 2022; currently awaiting Demand Study being conducted by BC Transit
.	<i>Second Entrance to Town</i>	CAO	On hold		This challenging project will need to be addressed through upcoming development applications.
.	<i>Lillooet River Park</i>	CAO	On hold		Waiting new CAO
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = <i>Advocacy</i>				
n/a =	Not assigned				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	In Progress	Fall, 2022	Design contract awarded in January 2022; Staff continue to work with the consultants on fire and municipal hall design and space considerations; Expectation design completion fall 2022
2.	ASSET MANAGEMENT	In Progress	Summer 2022	Staff is entering the final phase of the Asset Management Plan data review, having made material progress on the Asset Management Plan in working with the consulting project manager. The Asset Management Financial Strategy will be completed in the upcoming quarter and rolled out to select staff and Council. The UBCM grant and FCM grant are now extended and finally aligned with respect to reporting deadlines.
3.	DAYCARE EXPANSION	In Progress	Fall 2023	Development of the RFP is underway with issuance expected summer, 2022.
.	ECONOMIC DEVELOPMENT STRATEGY	On Hold		Will require updating to incorporate COVID-19 restart elements
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*Emergency Management transitioned of Office of the CAO in July 2020				
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy			

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Regional Evacuation Plan	In progress	September, 2022	In partnership with Squamish-Lillooet Regional District and District of Squamish - received CEPF funding to validate and test current Evacuation Route Plan through a regional functional exercise and develop Regional Evacuation Plan and framework. Progress update: Due to staffing changes within both the SLRD and DOS the exercise has been postponed until September 2022.
2.	Emergency Management Plan Update	In progress	September, 2022	Emergency Operations Centre training and tabletop exercise completed; Emergency Management Plan was tested and will be updated as a result of training exercises and lessons learned from 2021 flood responses and the wildfire season. Progress Update: updates and review by CAO to be completed.
3.	IMPROVED MONITORING (floods & landslides)	Ongoing	2022	Will be incorporated into the OCP review and update.
.	Community Disaster Resilience Planning	Completed	March, 2022	In partnership with JIBC to pilot the Community Disaster Resilience Planning process and online tools. Includes utilizing the disaster risk and resilience tools to understand hazards and community resiliency to build and develop a Community Disaster Resilience Plan. The final workshop for the draft Plan was held in Q1. Progress Update: The Plan in process of being finalized for CAO review.
.	Emergency Support Services Modernization	In progress	August, 2022	Requested EMBC to allow the Village to onboard with the Evacuee Assistance & Registration tool - awaiting approval Submitted application to UBCM's CEPF ESS Funding stream for the purchase of IT equipment in Q1. Progress Update: Received CEPF ESS grant funding to purchase IT equipment. Currently working with EMBC and CRC to onboard with the Evacuee Assistance & Registration tool.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Corporate				
Order	Priority	Status	Estimated Completion Date	Comments
1.	eScribe Implementation	In Progress	Oct-22	Developing templates; staff and Council training; to go live in fall of 2022.
2.	Election	In Progress	Dec-22	Preparation: bylaw review, development of forms, staff training, election day proceedings, post election activities per legislation.
3.	Community Forest	ongoing	Dec-22	Interim Board in place. Administrator position was filled in Q2. It is anticipated that a call for Board members will be issued in the Q3.
.	Airport Leases	ongoing	Fall, 2022	Lease expansion and renewals are in process.
.	Various Bylaw Review and Updates	ongoing	Summer/Fall, 2022	Upcoming bylaws are: Water Connection and Regulation Bylaw, DCC Exemption Bylaw, Sewer Connection and Regulation Bylaw and Blasting Bylaw, Officers Bylaw, CAO Bylaw, Fee & charges amendment (Fee waiver)
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Operations				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Soccer Field No. 2 (Phase 1)	Ongoing - waiting on other agencies	Fall, 2022	Construction completed; awaiting completion of BC Hydro connection for lighting. The work order is in the queue. The fields is anticipated to be ready for use in Fall 2022. Amenity Building and Parking Lot RFP Pending
2.	Mountain Bike Skills Park	In Progress	July, 2022	Bike Park 90% completed. Final items include signage, fencing, picnic tables, benches, etc. Grand Opening scheduled 16 July.
3.	Pemberton Farm Road East Upgrade	Ongoing - waiting on other agencies	2023	Healthy Communities and Active Transportation grants were unsuccessful; submission made to the Federal Active Transportation Fund as determined to hold on allocating Village funding options in lieu of new granting opportunity. Sunstone Phase 1C SSA in place for developer to rebuild road. Ideally trail and road are built concurrently.
.	Lot 13 - Multimodal Transportation Hub (Park and Ride)	In Progress	2023	Grant application successful and announcement made April 21st . Environmental and geotechnical assessments ongoing, will be followed by engineering design.
	Water Treatment Investigation and Grant Submission	Complete	Spring 2022	Preliminary treatment investigation complete, with recommendations for \$8M plant for removal of Iron and Manganese. Grant application submitted February 2022. Meanwhile Village will continue to collect samples/data and focus on leak detection and water conservation.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Finance				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Five-Year Financial Plan & Year End	In Progress	July 2022	The Five Year Financial Plan is complete and presented. Year end entries are completed; now awaiting any final adjustments provided from the external audit team, which is anticipated to be complete early July 2022.
2.	ASSET MANAGEMENT	In Progress	Fall, 2022	Staff is entering the final phase of the Asset Management Plan data review, having made material progress on the Asset Management Plan in working with the consulting project manager. The Asset Management Financial Strategy will be completed in the upcoming quarter and rolled out to select staff and Council. The UBCM grant and FCM grant are now extended and finally aligned with respect to reporting deadlines.
3.	Vadim Payroll Module	In Progress	Fall, 2022	The contract was finalized April 2022, and implementation of a Time Entry Solution, which will work with our existing Finance Payroll Module, is in progress. Although initiated several years ago by former Finance Staff, this was made a priority in early Q1 2022, at which point a contract was signed. A Pre-implementation was completed in Q2, configuration and training and roll out in Q3. Finance staff have requested earlier implementation if vendor resources permit.
.	Expense Policy Review	Deferred	Fall, 2022	Preliminary work developing an updated policy has been completed including updates to select outdated policies; full renewal of the policy will be completed following budget and audit in collaboration with HR.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	COMMUNITY CLIMATE ACTION PLAN	Completed		Adoption March 8, 2022; Launch Event April 6, 2022. Implementation to proceed in 2023.
2.	OCP UPDATE	Active	2024	Contract awarded June, 2022. OCP Review/Audit underway.
3.	DCC Bylaw Update - Phase 1	In Process	Summer 2022	the project; consultation is planned for 2022. This update will incorporate objectives set out in the Affordable Housing Action Implementatoin Plan.
.	Subdivision and Development Control Bylaw	N/A	Fall 2022	Deferred from 2021. Current version is more than 10 years old, update will benefit Village Operations and Planning staff
.	Pemberton Creek Pedestrian Bridge - Phase 1	In Process	Summer 2022	Work is currently underway on the design and costing component of the project.
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>			

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Recreation				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Basketball Court Construction	In Progress	4th Quarter 2022	Funding was secured through the PVUS Committee during the 2021 budget process; Project moved to Signal Hill Elementary and will begin in Q3 with projected first phase to be completed in Q4. Surfacing will be pursued in 2023 due to budget and supply chain issues.
2.	Air Handling in the REC	Completed		Work completed in the REC to improve the existing air handling system with a ductless split system.
3.	PDCC Accessibility Project	In Progress	4th Quarter 2022	Library received \$100,000 for Accessibility upgrades to PDCC, south facing doors and interior doors to the Library will be made accessible, fire exit door to have windows, and accessible ramp to be added on South face. Accessible Doors were installed in Q2. The accessible ramp project has been deferred until further funding has been received.
.	COVID-19 Pandemic	Update		PHO Restrictions have been lifted. Operations are resuming with some adjustments made to cleaning protocols due to new WorkSafe requirements.
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Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Fire				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	In Progress	Fall, 2022	Design contract awarded in January 2022; Staff continue to work with the consultants on fire and municipal hall design and space considerations; Expectation design completion fall 2022
2.	Meadows Fire Department	Ongoing	Unknown	The Pemberton Fire Rescue Department continue to works with Meadows Fire Department towards certification and training to bring the Department to a exterior attack designation. Pemberton Fire Rescue will pause any official reports to the Office of the Fire Commissioner (OFC) or the Fire Underwriters Survey (FUS) until a meeting has been held with the SLRD and the new reginal Fire Chief in order to clarify the future status and funding of the Pemberton Meadows Fire Association from the SLRD and what role the SLRDs regional Fire Chief will have regarding all matters pertained to the relationship between PFR and PMFA.
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Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				