

# Orientation

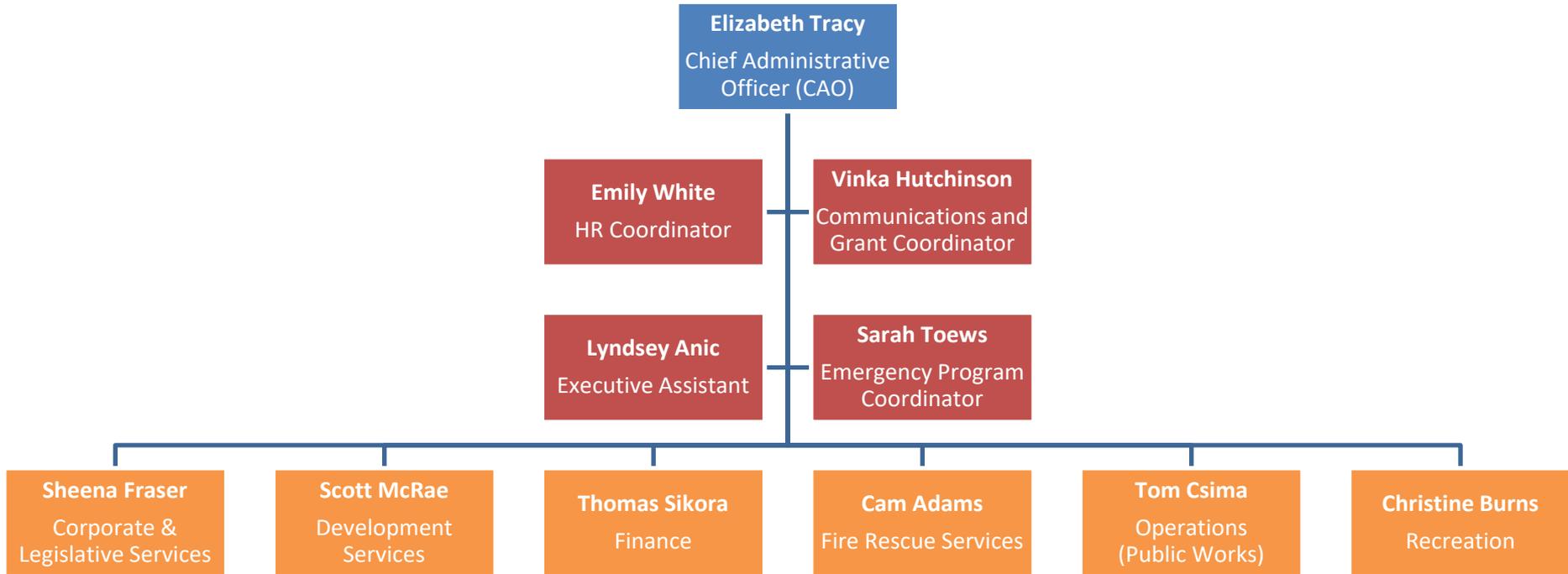


# Welcome to VOP!

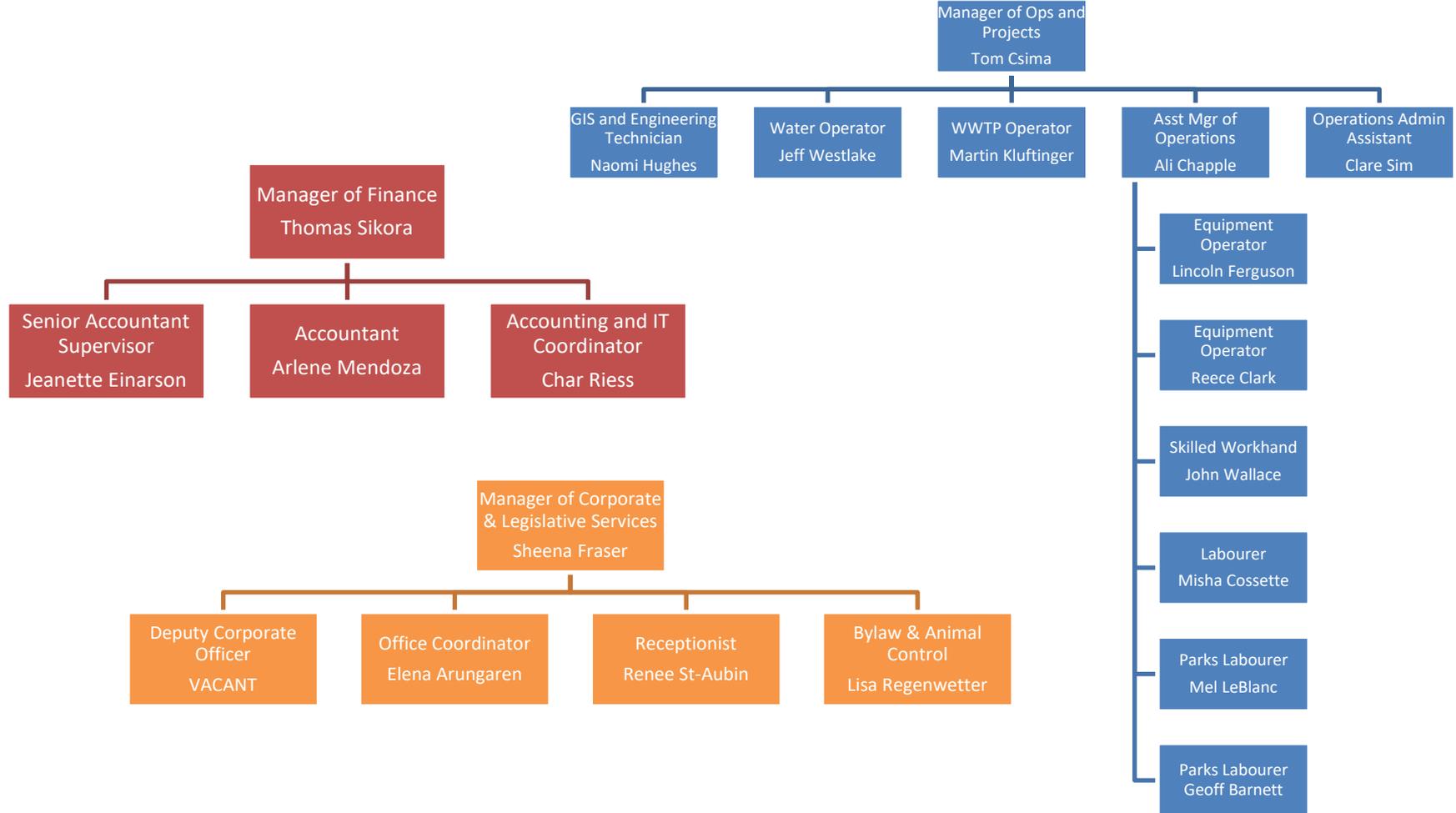
## **Agenda:**

- Who's who at the Village of Pemberton (VOP)
- An Introduction to Council
- Staff Pages
- Your Health and Safety at work
- Employee Policies and Procedures
- Starting with VOP

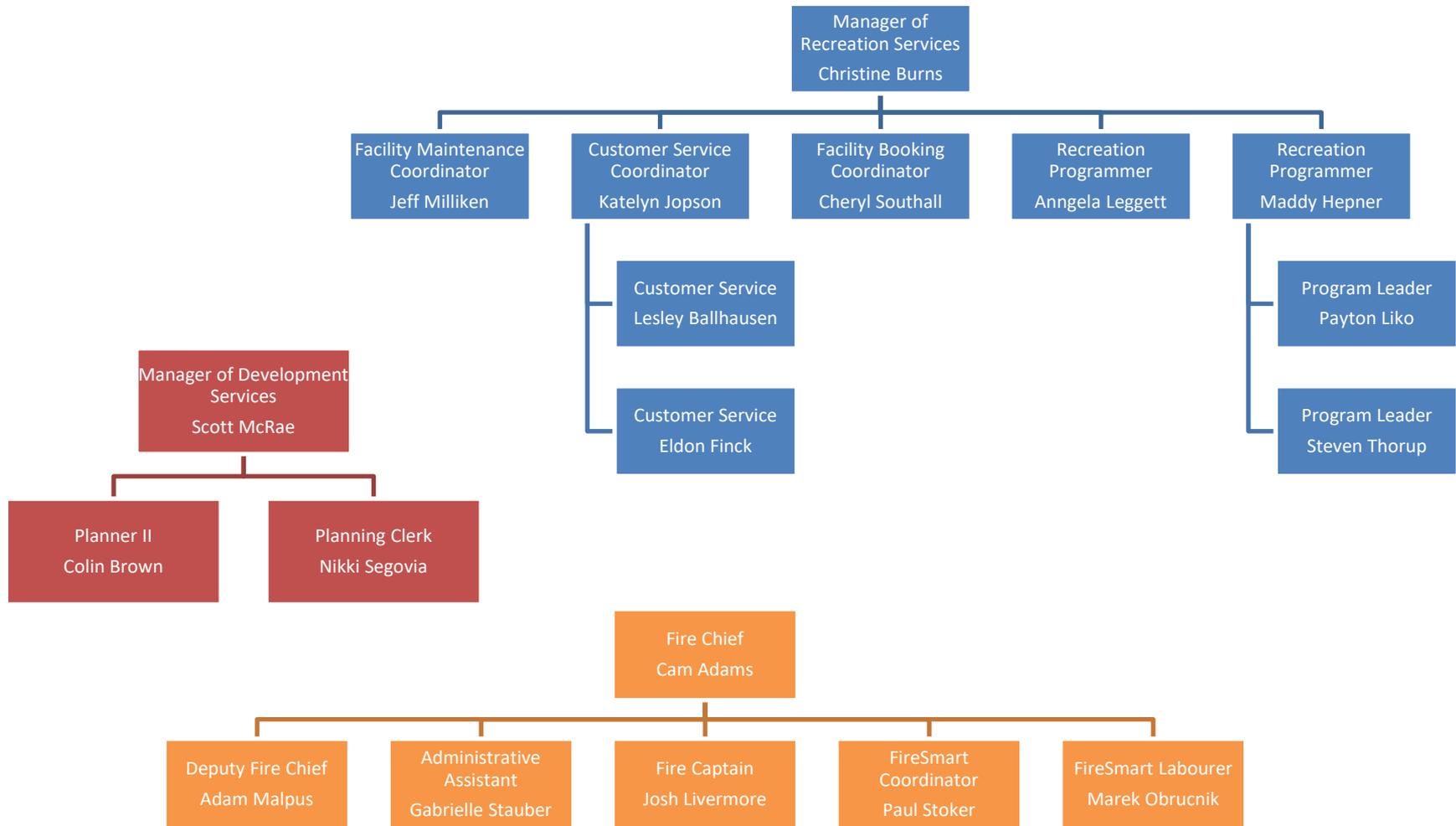
# Meet the VOP Team!



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# Key Locations

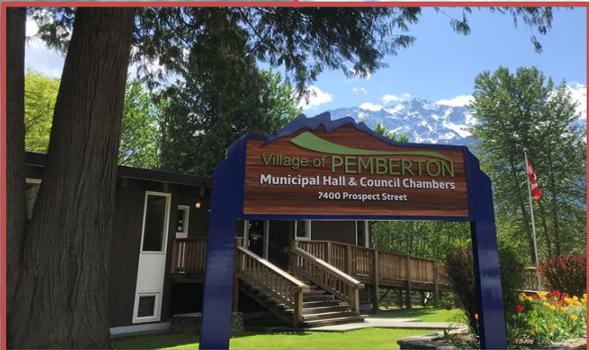


**Pemberton Fire Hall**

**Public Works  
Workshop**



**Municipal Hall & Council  
Chambers**



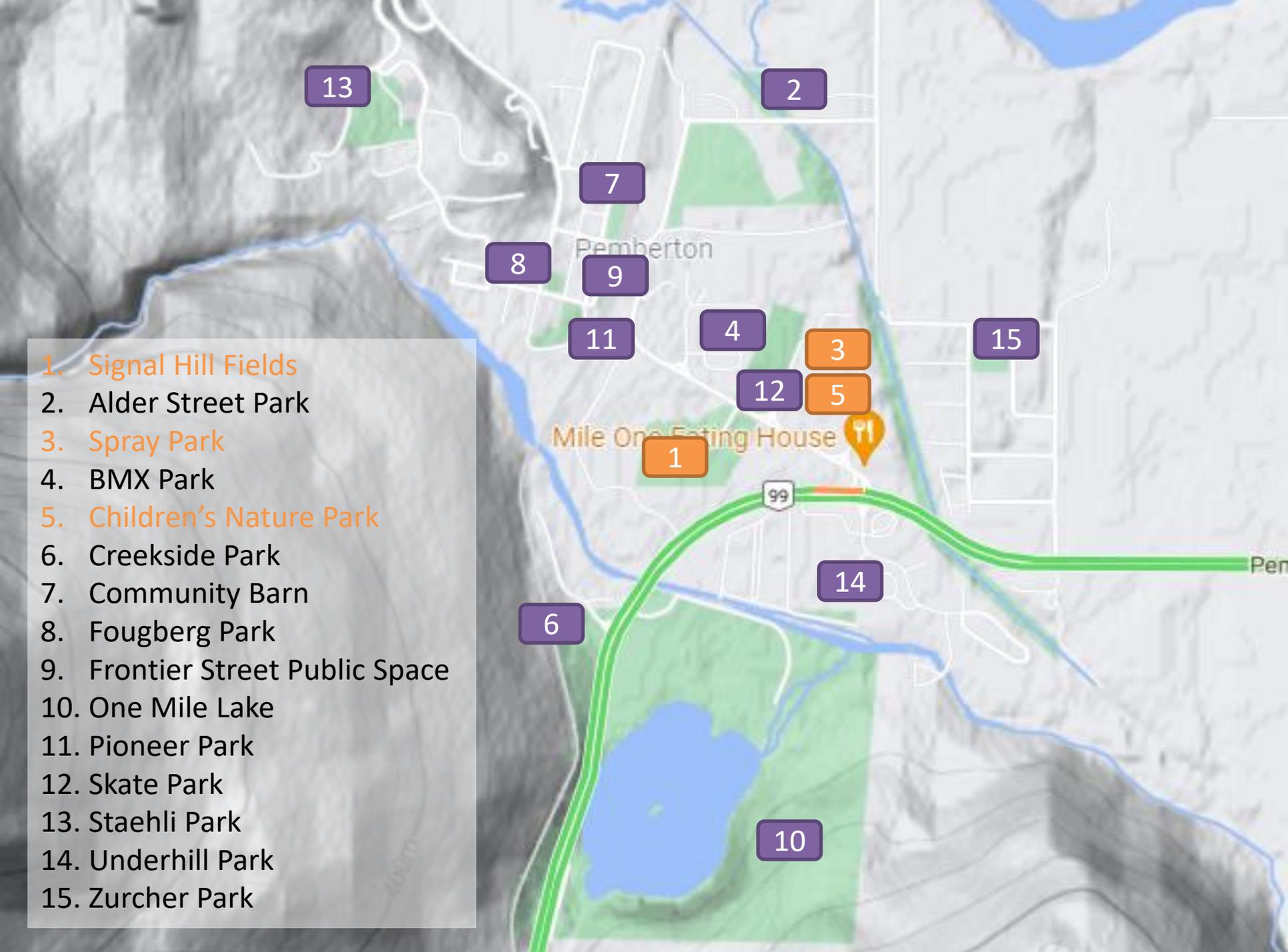
**Pemberton & District  
Community Centre**



**Eating House**



1. Signal Hill Fields
2. Alder Street Park
3. Spray Park
4. BMX Park
5. Children's Nature Park
6. Creekside Park
7. Community Barn
8. Fougberg Park
9. Frontier Street Public Space
10. One Mile Lake
11. Pioneer Park
12. Skate Park
13. Staehli Park
14. Underhill Park
15. Zurcher Park



1

1. Pemberton Meadow Fields
2. Airport Park
3. Den Duyf Park
4. Gates Lake

Last Slide

Pemberton

Mile One Eating House



99

Pemberton Portage Rd

99



3

4

MT CURRIE 2

2

Big Sky Golf Club and Fescues Restaurant



# Meet our Council



**Mike Richman (Mayor)**

**Board/Committee Appointments:**

NuKwanTwal Intergovernmental Relations Committee  
 Pemberton Emergency Management Committee  
 Sea to Sky Regional Transit Commission/Committee  
 Squamish Lillooet Regional District Board (SLRD)  
 Pemberton Valley Utilities & Services Committee (PVUS)  
 Pemberton Lillooet Treaty Advisory (PLTAC)  
 Sea to Sky Regional Hospital District Board  
 Spelkúmtn Community Forest Interim Board



**Jennie Helmer**

**Board/Committee Appointments:**

Parcel Tax Review Panel



**Laura Ramsden**

**Board/Committee Appointments:**

Parcel Tax Review Panel  
 Emergency Planning & Operations Committee  
 Regional Economic Development Collaborative  
 Agricultural Advisory Committee (SLRD)  
 Pemberton Valley Utilities & Services Committee (PVUS)



**Ted Craddock**

**Board/Committee Appointments:**

Parcel Tax Review Panel  
 Community Wildfire Resiliency Plan Committee  
 Municipal Insurance Association of BC (MIABC)  
 Pemberton Valley Dyking District (Liaison)  
 Tourism Pemberton (Liaison)  
 Spelkúmtn Community Forest Interim Board



**Katrina Nightingale**

**Board/Committee Appointments:**

Cemetery Committee  
 Pemberton & District Library Board  
 Pemberton Valley Trails Association (Liaison)  
 Pemberton Arts Council (Liaison)

# Staff and Council

- The **public** is made up of residents of the Village of Pemberton
- They provide direction to local government through the **Civic Vote**
- The Civic Vote decides our Elected Officials = **Council**
- Council **directs** local government staff
- Staff **carry out** the provision of services



 [VOP STAFF PAGES](#)

## VOP STAFF PAGES

[Staff News](#)

[Staff Documents & Forms](#)

[Staff Benefits & Resources](#)

[Staff Reward & Recognition](#)

[New Staff Information](#)

[Staff Calendar](#)

## WELCOME TO THE NEW VOP STAFF PAGES!



This is your one-stop-shop for all internal news, events, staff documents and more.

Check back regularly for updates from throughout the business and get access to the latest policies, manuals, templates and branding info.

Get in touch

Got some suggestions or feedback? Let the [Communications and Grant Coordinator](#) know!

# Health and Safety at work

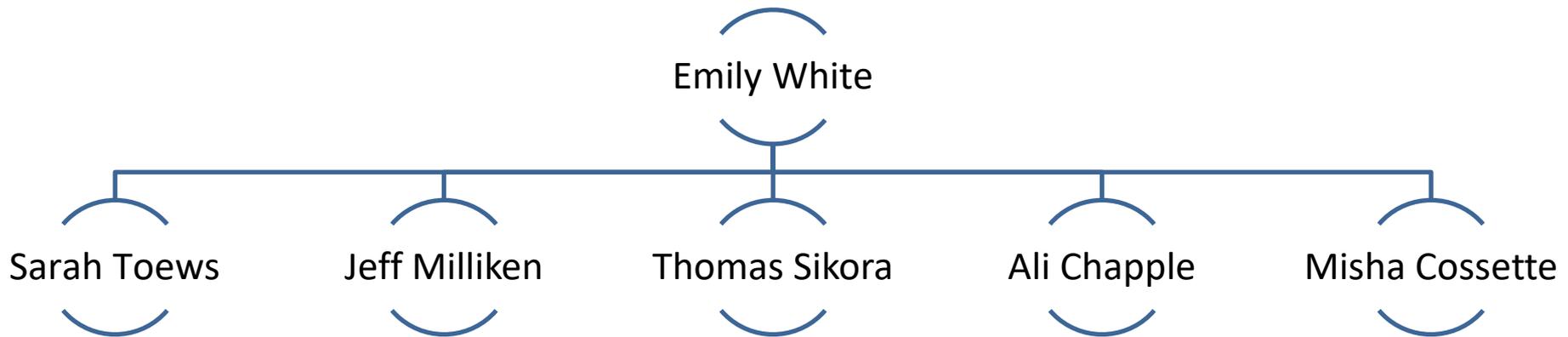
1. Right to a healthy and safe workplace
2. Right to safety training and orientation
3. Right to refuse unsafe work



Employer must: Provide a safe workplace  
Supervisor must: Ensure a safe workplace  
Worker must: Work safely!

## Responsibilities:

- Meet on monthly basis
- Report safety concerns/opportunities
- Make recommendations
- Promote a safe workplace





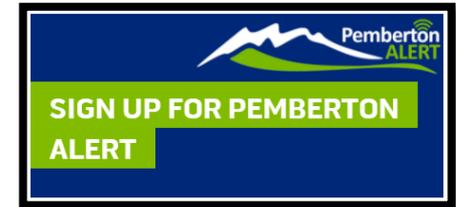
# Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) is the municipal facility activated prior to, or during, a major emergency or disaster.

The EOC is largely staffed by municipal personnel representing the VOP departments, representatives from other agencies and trained volunteers.

The EOC centralizes information about the emergency; coordinates emergency response among municipal departments and agencies, identifies critical needs, and establishes emergency response priorities.

In addition, the EOC provides timely information to the public concerning the major emergency or disaster.



# Injuries at work

## **If you are injured at work:**

- Seek First Aid or Medical Attention
- Report it to your Manager AND WorkSafe BC
- Participate in the investigation
- If you have to take time off work:
  - Provide a Doctor's note to return to work
  - Participate in modified duties as part of a return to work plan

# Communicable Diseases

## What is a Communicable Disease:

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from person to person. Examples of communicable diseases include COVID-19, norovirus, and seasonal influenza.

## When not to come to work:

- If you have been instructed by a medical practitioner, Vancouver Coastal Health (VCH) or 811 to self isolate
- If you've had a positive result from a COVID-19 test
- If you have symptoms of a communicable disease; coughing, sneezing, fever, runny nose.



## Cleaning and Hygiene

**Cleaning and Hygiene** – VOP continues to comply with published safe work practices that include additional cleaning and hygiene procedures.

**Cough and Sneeze Etiquette** – VOP continues to practice cough and sneeze etiquette as per the Communicable Disease Prevention Policy.

**Promoting Hand Hygiene** – VOP continues to practice the promotion of hand hygiene in the workplace as per the Communicable Disease Prevention Policy.

**Ventilation** – VOP will continue to ensure facility ventilation systems are in good operating condition, and that preventative maintenance is conducted.

## PPE

**Non-medical masks and face shields** – mask wearing is no longer compulsory for Staff unless they have travelled outside of Canada, in which case mask wearing is compulsory in public spaces (both indoor and out) for 14 days following entry back into Canada.

**Personal Protective Equipment (PPE)** – VOP will continue to provide PPE to Staff in line with the Communicable Disease Prevention Policy and safe work practices. Staff are required to wear PPE applicable for the successful completion of their role with the Village of Pemberton.

## Health Screening

**Daily health screenings** – not currently required.

**Self Monitoring** – VOP Staff are required to self monitor for any symptoms of Communicable Diseases as per the Communicable Disease Prevention Policy and Sickness Absence Policy.

**Self Isolation** – VOP Staff are required to self isolate where applicable and in conjunction with the Communicable Disease Prevention Policy and Sickness Absence Policy.

## Physical Distancing

**Gatherings and Events** – no current restrictions.

**Occupancy Limits** – all occupancy limits are lifted at this time.

**Physical Distancing** - VOP asks all Staff to be mindful of those around you and to check the comfort level of those working in close proximity to you.

**Physical Barriers** – VOP will continue to keep physical barriers such as plexiglass in place as per the Communicable Disease Prevention Policy.

# Employee Manual

- Employee Manual
- Confidentiality Agreement
- Social Media Policy
- Bullying, Harassment and Discrimination Policy
- Fraud Prevention Policy
- Customer Service Policy
- Driver's Standards Policy
- Secondary Employment Policy
- Communications Policy
- Drug and Alcohol Policy
- Sickness Absence Management Policy
- Communicable Disease Prevention Plan

# Starting with VOP



## Pay Day:

- Your first pay day will be...February 24, 2023
- Pay periods cover the 2 weeks prior to the week of the pay day

## Timesheets:

- Regardless of whether you are hourly or salary you will complete a timesheet
- The Friday prior to pay day you will need to send your timesheet to your Manager and Jeanette from Finance for them to approve and process
- It's worth keeping this up to date on a daily basis!
- Put a reminder in to submit your timesheet!





# Starting with VOP



## Benefits:

- Your medical benefits will kick in on the 1<sup>st</sup> of the month after 3 months service. If union member 1<sup>st</sup> of the month after 6 months service.
- Please let me know if you had extended medical with your previous employer.
- E.g. if you start in December your benefits will kick in on April 1<sup>st</sup>.

## Vacation:

- You will start accruing your vacation from Day 1
- You don't have to wait until the end of probation to use/book your vacation time
- If you need to book time off please work with your manager and complete the time off request form

# Starting with VOP

## Performance Evaluation:

- 3 month probation review
- 6 month probation review
- Mid-Year evaluations
- End of Year evaluations



- **Mid-Year Evaluation;** a formal check in reviewing performance for the period Dec-May.
- **End of Year Evaluation;** a formal review of performance over the last 12 months including accomplishments, areas of opportunity, performance against job description, competencies and goals/objectives.

# Starting with VOP

## **Compressed Workweek!**

- Started October 2021
- 12 month trial
- Optional for all full time Staff
- Effective 2022, no longer a trial

# First week goals!

- Complete Payroll Forms
- Sign Employee Handbook
- Emergency Contact Form
- ID/qualifications
- Log into Staff Pages
- Check you have all the tools and resources to do your job
- Set up some regular 121's with your team
- Set up reminders to complete timesheets

# Any Questions?

