



## Chief Administrative Officer Report

### For the period ending: November 10, 2020

This report is designed to give the Board a broad overview of the activities that I have undertaken as your Chief Administrative Officer (CAO). This report will not specifically address the day to day responsibilities in managing the Regional District and supporting normal Board interactions. Should there be matters that I feel need to be brought to your attention that are sensitive in nature, a supplemental report will be presented in the closed session of a Board meeting.

Specific issues that I have been working on:

- The organization has been focussed on response to both the COVID-19 Pandemic as well as the 2020 Freshet. COVID-19 has had a noticeable impact on our operation and staffing, something that we share with the rest of the world. While we have now largely re-opened to the public, our COVID-19 operational plans continue to be refined and adjusted as we gain experience. We continue to monitor and react to the ever changing science around COVID 19.
- We continue to have staff working on Freshet issues even now, with a majority of our time directed at land slippage issues. We have had a further activation this fall, due to record levels of precipitation and an already saturated environment. We must note that our EOC has been open and active to support our residents in responding to COVID 19, the Spring Freshet and now the Fall Flooding and Landslides for well over 200 days.
- Protective Services, both the Fire Service Administration and the Emergency Management components have taken a considerable amount of time as we analyze our current deployments and look to the future. The Jolley Report as well as upcoming amendments to the Emergency Program Act are forefront in our planning processes.
- We were successful in filling key roles over the summer with Mr. Hoefels and Mr. Whitehead being promoted to the Chief Building Official and Manager of Planning Services positions respectively. We are now working to fill the developed gaps with a variety of strategies.
- Supporting staff on changes to our records management system (Ms. Johnston is the lead) as well as the CityView Upgrade (Ms. Kozuki/Mr. Whitehead are the leads).
- We have been working, led by Ms. Johnston and Ms. Kozuki, on the eScribe interface and its use in Board Meetings.
- Supporting Chair Wagner in her discussions with the Province as part of the Flood and Fire Review Committee.

- We issued the request for proposals, as well as awarded the contract for the development of regional broadband strategy. We are working with Tanex Engineering out of the Kootenays. Chair LeBourdais has been actively involved.
- We continued work on the proposed Community Forest Agreement in the North Cariboo.
- We prepared for and participated in one week of Collective Bargaining with the BCGEU. Discussions were largely positive, and incomplete at the time of writing.
- This past period and moving forward also includes development of the initial proposals for the 2021 Financial and Business Plans. I want to take this opportunity to commend the Team for good, hard work and presentations to the Board. There is much work to be done before we finalize, but we have a good foundation to build from.
- I continue to work with our Municipal Members and their CAO's on issues of mutual interest. A small subset of issues includes fire services, economic transition, funding for recreation capital infrastructure, housing studies and joint services.

In the next few weeks, I will continue to work on many of the same issues. Specific items that will be priorities include:

- Attending Rural Caucus and Joint Meetings in the North, Central and South as much as possible.
- Supporting the NStQ Local Government Sidetable (Ms. Bell)
- Working on completing Board assigned tasks.
- Supporting new staff as they are integrated into our team.
- Working on Tactical Goals that have arisen from the Strategic Planning Process.
- Working with the Manager of Protective Services on emergency planning as well as development of an implementation plan for the Jolley Report.
- Continued support for several internal and external programs in the Regional District such as:
  - The Community Liaison Program (Ms. Masun)
  - An update to our Records Management Systems (Ms. Johnston)

Respectfully submitted,



John M. MacLean, CAO

November 10, 2020