



## Chief Administrative Officer Report

### For the period ending: January 9, 2021

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 and Fall Flooding. 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, including responding to the new orders of the Medical Health Officer and the discovery of a more transmissible variant in the United Kingdom and South Africa (which has been found in BC).
- 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 is now approaching 300 days. We have had additional landslide concerns in the Williams Lake area and had to respond with sand and sandbags during the Christmas Break.
- 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. With the Board approving additional resources for both Emergency Management and Protective Services I have proceeded with splitting the department into two distinct entities. While the Manager of Protective Services is proceeding with hiring the approved staffing in his department, I am very pleased to report that Ms. Stephanie Masun is rejoining the Cariboo Regional District as Manager of Emergency Programs and Disaster Resilience. Ms. Masun will be starting her position in mid January and will be completing her contract in developing the

Community Liaison Program. First priorities for Ms. Masun and her team will be to focus on planning for the 2021 freshet and supporting our active files from the 2020 Spring Freshet/Landslides/Fall Flooding.

- We completed negotiations with the BCGEU and will be presenting a contract proposal to the Board for ratification.
- 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 continue our work with Tanex Engineering in the development of the Regional Broadband Strategy. The Board participated in a current state presentation and will be receiving a Broadband 101 presentation in the near future. Chair LeBourdais has been actively involved.
- Working with Chair Wagner and Director Delainey we met with the Williams Lake First Nation and were very pleased to tour their new facilities and to continue to build on a good working relationship.
- The entire Management Team continues to work on the development of the 2021 Five Year Financial Plan. 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). We are planning a "Cariboo 101" session for the NStQ at the request of Director Massier.
- Supporting the Environmental Services Department as we move forward with the Solid Waste Management Plan and enforcement of our weed control bylaws.
- 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.
- 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,

A handwritten signature in black ink, appearing to read 'John M. MacLean', with a long horizontal stroke extending to the right.

John M. MacLean, CAO

January 9, 2021

