

Date: Tuesday, February 15, 2020

To: Council

From: Nikki Gilmore, Chief Administrative Officer

Subject: Office of the CAO/Strategic Priorities Fourth Quarter 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 Fourth Quarter.

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 Fourth Quarter saw the completion of a recruitment exercise to hire an Executive Assistant who will start full time in their position during the First Quarter 2022 to assist the CAO with special projects including those that were assigned to the former Project and Research Coordinator position. Throughout the end of the Fourth Quarter the Executive Assistant began to take on a number of these strategic priorities in advance of their official start date as the candidate was a current Staff member.

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

Emergency Management:

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

- Member of the Emergency Operations Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team).
- Coordinated the annual internal earthquake drill – ShakeOut BC that provided Staff with the opportunity to practice the internationally recognized safety procedure of “Drop, Cover and Hold On”.
- Attended Emergency Management BC's Fall Readiness Workshop that focused on flood and landslide preparedness and stakeholder roles and responsibilities.
- Facilitated a workshop related to the Community Disaster Resilience Plan project to identify and produce a map with the Village's critical infrastructure.
- In collaboration with the Canadian Red Cross, onboarded and orientated two (2) additional Emergency Support Services volunteers.
- Coordinated the response, recovery and Emergency Support Services for the two Atmospheric River events and landslide event throughout November and December with

facilitation of a debrief and After-Action Review to identify what worked well, challenges encountered, lessons learned and areas for improvement.

- Audited Emergency Operations Centre (EOC) procedures and equipment based on After Action Reviews from EOC activations to address IT issues and gaps.

Communications and Grant

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

- Member of the Emergency Operations Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team) as well as two (2) Atmospheric River events.
- Submitted two (2) grant funding applications and supported the submission of three (3) more to support 2021 Strategic Priorities and shovel-ready projects.
- Provided ongoing strategic communications planning, branding and collateral development, public relations and media support, website and social media management and emergency response communications.

Human Resources

The following provides Fourth Quarter Updates for the HR Coordinator:

- Member of the Emergency Operations Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team); providing legal opinion, data and research for Council to determine whether a mandatory vaccine mandate be considered for Staff.
- Onboarded three (3) new members of the team including two (2) new Managers and concluded recruitment efforts for two (2) positions starting in the First Quarter 2022.
- Provided Council with recommendations for the recruitment of the next Chief Administrative Officer and assisted in engaging the recruiting firm.
- Took on the coordination of IT services following the resignation of the Accounting and IT Coordinator.
- Launched the Compressed Workweek Trial for Union members.
- Launched End of Year Performance Evaluation process and Staff Survey feedback.

Executive Assistant

In December 2021 Lyndsey Anic, started to transition part time into her new role as Executive Assistant, taking on the following projects:

- Supported the CAO with the RFP responses to Municipal Hall and Fire Hall development.
- Represented the Village as a liaison to BC Transit, the Regional Economic Development Collaborative, Destination BC Sea to Sky Committee.
- Attended the Municipal Technical Advisory Committee (MTAC) on Indigenous Relations workshop
- Attended the Nukw7ántwal Organizing Committee meeting to begin planning for the Nukw7ántwal Regional Gathering to be held in March 2022.

Strategic Priorities

The list of Strategic Priorities and Operational Priorities is attached and includes updates on the status of each initiative and/or project. While some initiatives were expected to be 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.

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.

ALTERNATIVE OPTIONS

There are no alternative options for consideration

RECOMMENDATIONS

THAT the Fourth Quarter Office of the CAO/Strategic Priorities Update be received for information.

ATTACHMENTS:

Appendix A: Fourth Quarter Strategic Priorities Chart and Status Worksheet

CAO Approval by:	Nikki Gilmore, Chief Administrative Officer
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