

Date: Tuesday, April 26, 2022

To: Council

From: Sheena Fraser, Acting Chief Administrative Officer

Subject: Office of the CAO 2022 First 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 first 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 First Quarter of 2022 was busy as the Office of the CAO prepared for the departure of former CAO Nikki Gilmore who left the Village on March 4th. Sheena Fraser, Manager of Corporate & Legislative Services, assumed the role of Acting CAO at that time.

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

Emergency Management:

The following provides First 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).
- Participated in Critical Incident Stress Management training and received certification to incorporate a more inclusive, non-judgmental, and trauma-informed approach into the Village's Emergency Program.
- Applied to UBCM's Community Emergency Preparedness Fund Emergency Support Services (ESS) funding stream for the purchase of IT equipment to support the implementation of ESS modernization.
- Applied to UBCM's Community Emergency Preparedness Fund Emergency Operations Centres & Training funding stream for the purchase of additional equipment.
- In partnership with the Pemberton Valley Dyking District (PVDD), facilitated the project kick off for the Flood Mitigation and Dike Modeling exercise for the Pemberton Valley.
- In collaboration with the Justice Institute of BC, finalized the Community Disaster Resilience Planning project with the completion of a draft Community Disaster Resilience Plan which will be presented to Council soon.
- Attended EMBC's Seasonal Readiness Workshop that focused on freshet flood and wildfire preparedness.

Communications and Grant

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

- Submitted five (5) grant funding applications and supported the submission of a further five (5) to support 2022 Strategic Priorities and shovel-ready projects.
- Supported the Manager of Finance in delivering legislative requirements for public communication of the 2022 Budget.
- Developed and delivered a communications campaign for the launch of the Village's Community Climate Action Plan and assisted the Development Services team with all aspects of event planning and delivery.
- Developed communications plans for the Spelkútmn Community Forest public information session and Wildfire and Emergency Preparedness Day
- Provided ongoing strategic communications planning, 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 First 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); responding to the increase in cases early January, obtaining vaccine status for all Staff and then supporting the Village as mask mandates are removed from our facilities.
- Onboarded:
 1. Casual Equipment Operator
 2. Reception and Admin Assistant
 3. Engineering & GIS Technician
 4. Seasonal Parks Labourer
- Supported internal transfer of:
 1. Executive Assistant
 2. Accounting and IT Coordinator
- Concluded recruitment for
 1. Seasonal Parks Labourer
 2. Office Coordinator
- Offboarded:
 1. Reception and Admin Assistant
 2. Chief Administrative Officer
 3. Skilled Workhand
 4. OCP Policy Planner
- Supported Council with coordination of Chief Administrative Officer interviews.
- Supported Spelkútmn Community Forest Board with screening of candidates for an Administrator.
- Submitted grants for Canada Summer Jobs and CPRA (Canada Parks and Recreation Association) Youth Employment Experience.
- Coordinated and participated in collective bargaining process with CUPE Local 2010.
- Launched Spring Staff Survey.

Executive Assistant

The following provides First Quarter Updates for the Executive Assistant who is supported the CAO and now the Acting CAO on several ongoing initiatives and projects.

- Transitioned into the position full-time as of January 31st, 2022
- Supported transitions of former Chief Administrative Officer and Acting Chief Administrative Officer
- Coordinated the Fire Hall and Municipal Hall RFP working committee and subsequent meetings with the successful consultants
- 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 Nukw7ántwal Organizing Committee meetings to plan the Nukw7ántwal Regional Gathering. The gathering was originally scheduled for March 2022, however, was postponed at the last minute. New date tentatively scheduled for June 3, 2022.
- Begun planning of Indigenous Relations workshop for EOC & Fire Hall 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 the 2021 fourth quarter report, 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 the Office of the CAO 2022 First Quarter Strategic Priorities Update be received for information.

ATTACHMENTS:

Appendix A: First Quarter Strategic Priorities Chart and Status Worksheet

CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer
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