



110

GOALS

39%

GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment ----> Indirect Alignment

## QATHET REGIONAL DISTRICT PLAN CLIMATE CHANGE

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Develop and Implement a GHG Reduction Strategy: 100%		2019/01/01	2022/12/31	100% 100 / 100%		Mike Wall   Manager of Asset Management & Strategic Initiatives
→ Engage GHG Accounting: 100%		2020/01/01	2020/03/31	100% 100 / 100%	<b>Mike Wall:</b> <b>Progress:</b> GHG and MW reviewed best practices throughout North America and Europe, reviewed draft with senior management team, made edits and presented to Board <b>Challenges:</b> No value <b>Next Steps:</b> Implement Strategy 2020/03/27	Mike Wall   Manager of Asset Management & Strategic Initiatives
→ Review Draft with Senior Management Team and complete edits: 100%		2020/01/01	2020/03/31	100% 100 / 100%	<b>Mike Wall:</b> <b>Progress:</b> Senior Staff provided input to Draft for final revisions <b>Challenges:</b> No value <b>Next Steps:</b> No value 2020/03/27	Mike Wall   Manager of Asset Management & Strategic Initiatives

→ Present GHG Reduction Strategy to qRD  
Board for adoption: 100%

2020/01/01 2020/03/31

100%  
100 /  
100%

**Mike Wall:**  
**Progress:** Board adopted Strategy  
**Challenges:** *No value*  
**Next Steps:** *No value*  
2020/03/27

Mike Wall | Manager of Asset Management & Strategic Initiatives

Develop and Implement Climate Action Plans: 100%

2019/01/01 2022/12/31

0%  
0 / 100%

**Mike Wall:**

Mike Wall | Manager of Asset Management & Strategic Initiatives

Develop a Drinking Water Management Plan: 100%

2019/01/01 2022/12/31

20%  
20 / 100%

**Nancy Schmeister:**  
**Progress:** Term of Agreement with Associated Engineering has been extended to February 15, 2021 for completion of report.  
**Challenges:** *No value*  
**Next Steps:** *No value*  
2020/12/15

Mike Wall | Manager of Asset Management & Strategic Initiatives

→ Recommend Board increase budget to meet Associated Engineering's scope change quote.: 100%

2020/04/01 2020/12/31

0%  
0 / 100%

**Mike Wall:**

Mike Wall | Manager of Asset Management & Strategic Initiatives

## ECONOMIC DEVELOPMENT

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Define Economic Development for qathet Regional District: 100%		2019/01/01	2022/12/31	17% 16.67 / 100%		Al Radke   CAO

<p>→ <b>Seek approval from Board to apply for an Island Coastal Economic Trust (ICET) grant: 1 Endorsement(s)</b></p>	<p>ICET offers an Economic Development Readiness Program Grant. Application can be made under the category of Community Development to specifically work on an Economic Development Strategy. It is a \$30,000 maximum, one-time grant opportunity.</p>	<p>2020/03/01 2022/03/31</p>	<p>100% 1 / 1 Endorsement</p>	<p><b>AI Radke:</b></p> <p><b>Progress:</b> At the regularly scheduled Board meeting of the qathet Regional District held on March 30, 2020; the Board passed the following motion:</p> <p>THAT the Committee recommend the Board authorize staff to apply for an Island Coastal Economic Trust Economic Development Readiness Program Grant to create an economic development strategy.</p> <p><b>Challenges:</b> COVID-19 has intervened on regular workloads. Uncertain if ICET will be processing grant applications during the pandemic.</p> <p><b>Next Steps:</b> Prepare and submit application. Consult with ICET on process.</p> <p>2020/04/16</p>	<p>AI Radke   CAO</p>
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→ <b>Apply to ICET for an Economic Development Readiness Program Grant under the category of Community Development.: 1 Application(s)</b>	<ul style="list-style-type: none"> <li>Application must be submitted by April 30.</li> <li>Notification of award, if any, will be known in May.</li> </ul>	2020/04/01	2022/04/30	50% 0.5 / 1 Application	<b>AI Radke:</b>  <b>Progress:</b> Submitted grant application to ICET on May 1, 2020.  Unfortunately, received letter dated June 4, 2020 that the application was not successful. In speaking with ICET, there appears to be apprehension in not knowing the economic development model, financial structure and how it will be delivered. Their granting is also for the promotion of specific economic development initiatives i.e. targeting IT software developers to locate and ply their trade and business in the region. Not the strategy of actually creating an economic development engine.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> Seek further direction from the Board. 2020/06/12	AI Radke   CAO
→ <b>Create Request for Proposal (RFP):. 1 Request(s)</b>	Take some pointers from the City of Campbell River's recent Request for Proposal for an Economic Development Strategy.	2020/05/01	2022/05/31	0% 0 / 1 Request(s)		AI Radke   CAO
→ <b>Advertise Request for Proposal regarding expectations.: 1 Advertisement(s)</b>	<ul style="list-style-type: none"> <li>Follow Delegation of Purchasing Authority Bylaw No. 454.</li> <li>Adhere to prescribed spending commitment and signing authority matrix.</li> </ul>	2020/06/01	2022/07/31	0% 0 / 1 Advertiser		AI Radke   CAO
→ <b>Choose applicant to deliver product.</b>	<ul style="list-style-type: none"> <li>Review applications.</li> <li>Negotiate with lead proponent(s)</li> </ul>	2020/08/01	2022/08/31	0%		AI Radke   CAO
→ <b>Commission a consultant to perform work</b>		2020/09/01	2022/09/30	0%		AI Radke   CAO

→ <b>Board must define what economic development means to our jurisdiction</b>		2020/10/01 2022/12/31	0%	<b>AI Radke:</b> <b>Progress:</b> At the Strategic Planning session held on October 20, 2020, conversation revolved around an economic development workshop for the Directors. A report will be coming forth to seek agreement or the desire for this. This will set the stage as to whether economic development is any longer a goal or not. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/01/14	AI Radke   CAO
→ <b>Board must determine what role they play in economic development.</b>	Is the role of the Board: <ul style="list-style-type: none"> <li>• To focus on investments and efficiencies that shape the broad economic environment for business and labour through transportation infrastructure, water and waste systems, public safety, natural amenities, regulation, public safety, education, and the overall tax structure?</li> <li>• Or, in a narrower scope offer direct assistance and incentives for businesses and industries, thus encouraging business investment and productivity?</li> </ul>	2020/10/01 2022/12/31	0%		AI Radke   CAO
→ <b>Board must establish policy relating to economic development.</b>	What entails economic development <ul style="list-style-type: none"> <li>• An attractive community – educational opportunities, health care services, recreational pursuits, safe community, emergency services, inclusive.</li> <li>• Opportunities for citizens to participate and contribute in the local and/or external community.</li> <li>• Retaining and strengthening business legacies within the community.</li> <li>• It is essential for the growth and sustainability of the community.</li> <li>• The quality of life within the community.</li> <li>• It references the social, cultural, political and economic environments within the community.</li> <li>• Balanced growth within the community.</li> <li>• Creating capacity and wealth within the community.</li> <li>• Offering tax assistance to business and industry.</li> </ul>	2020/10/01 2022/12/31	0%		AI Radke   CAO

Develop an Economic Development Strategy: 100%

→ Explore practicality of a regional economic development model

Promote Regional Collaboration through C3 Groups: 100%

2019/01/01	2022/12/31	0% 0 / 100%
2020/10/01	2022/12/31	0%
2019/01/01	2022/12/31	25% 25 / 100%

Al Radke | CAO

Al Radke | CAO

Al Radke | CAO

**Progress:** The three CAOs resumed joint meetings on October 2, 2020. It was determined that COVID-19 responsibilities had somewhat softened and we could return to our regular meetings until the situation presents itself otherwise.

Wednesday, Apr 22 2020

**Progress:** There have been no further C3 related meetings between the three CAOs this quarter. However, due to COVID-19 we have been in constant communication on a daily basis.

**Challenges:** Get back on schedule once the Provincial Health Officer, Dr. Bonnie Henry relaxes Orders or guidelines respecting social/physical distancing and how many people can congregate.

Thursday, Mar 12 2020

**Progress:** Meeting between respective CAO's held on January 10, 2020 at City Hall.

**Challenges:** Unfortunately, I was not in attendance as I was on Vancouver Island for a doctor appointment.

**Challenges:** As long as a second wave does not intervene in a demanding way, we should be able to continue our regularly scheduled meetings.

**Next Steps:** *No value*

2020/10/16

25%  
2.75 / 8  
Meeting(s)

→ Attend C3 meetings: 4 Meeting(s)

2020/01/01 2022/12/31

AI Radke:

AI Radke | CAO

50%  
2 / 4  
Meeting(s)

**Progress:** C3 meetings were suspended due to COVID-19. The next meeting in order should have been May/June. It appears that the Provincial Health Officer Orders will be in place for an extended period. The three CAOs will discuss if virtual C3 meetings can fill the void.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/14

→ Identify opportunities for collaboration and cooperation: 1 Opportunity(ies)

2020/01/01 2022/12/31

AI Radke:

AI Radke | CAO

0%  
0 / 1  
Opportunity

**Progress:** The three CAOs have begun our monthly meetings again. October 2, 2020 was our first date. Some topics for potential mutual interest have been: Sharing costs for a Sustainability Planner and a farm incubator project.

Friday, Jun 26 2020

**Progress:** C3, 3 CAOs and City CAO/qRD CAO meetings have been suspended during COVID-19. Once these meetings get struck up again, efforts will be made to identify potential projects or initiatives to promote collaboration and cooperation among the respective local governments.

The three CAOs meet regularly and during these meetings Tla'amin has expressed a genuine interest. Unfortunately, they have competing priorities.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/16

→ Host C3 meetings in rotation: 1 Meeting(s)

2020/01/01 2022/12/31

Al Radke:

Al Radke | CAO

**Progress:** Last meeting held Thursday February 27, 2020 and hosted by the City of Powell River at the Town Centre Hotel.

**Challenges:** No value

**Next Steps:** Next scheduled meeting should be some time in May/June. As long as the Provincial Health Officer, Dr. Bonnie Henry relaxes Orders or guidelines on social/physical distancing and the number of people who can congregate in a room.

2020/04/22

25%  
0.25 / 1  
Meeting(s)

Connected Communities – The Last Mile: 100%

THAT the Board top up the local government source funding necessary with available funding from the Community Works Fund up to \$30,000 and instruct staff to evaluate the Request for Proposal submissions for satisfaction and completeness and negotiate with the qualified proponents.

2020/09/16 2020/12/31

Al Radke:

Al Radke | CAO

**Progress:** Three potential providers were engaged; Driftwood Communications Ltd., IBI Group and Tanex Engineering Corporation. Driftwood Communications came out on top during the evaluation process.

**Challenges:** No value

**Next Steps:** No value

2021/01/14

100%  
100 /  
100%

→ Connected Communities - The Last Mile: 100%

That the Board commission Driftwood Communications Ltd. to investigate and develop a connectivity plan with strategies to bridge the gap and pave the last mile for unserved and/or underserved communities within the qathet Regional District; and THAT the Board top up the local government source funding necessary with \$30,000 of available funding from the Community Works Fund.

2020/10/29 2020/12/31

Al Radke:

Al Radke | CAO

**Progress:** Driftwood Communications was awarded the business for an amount of \$45,554.80. They are currently busy at work with an anticipated project completion date in March.

**Challenges:** No value

**Next Steps:** No value

2021/01/14

100%  
100 /  
100%

## PARKS, RECREATION AND CULTURE

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Implement the Park Acquisition Strategy: 100%		2019/01/01	2022/12/31	50% 50 / 100%		Laura Roddan   Manager of Planning Services

→ Consider establishing a new regional service for the purpose of funding the acquisition of new parkland: 100%

2019/01/01 2020/03/31

100%  
100 /  
100%

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Board adopted "Regional Park Land Acquisition Fund Bylaw No. 555, 2019" on January 30, 2020. The Bylaw establishes a fund for the purchase of regional park land.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/15

→ Consider increasing the requisition limit of "Regional Park Conversion and Service Establishment Bylaw No. 439, 2010": 100%

2019/01/01 2020/03/31

100%  
100 /  
100%

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Board adopted Regional Park Conversion and Service Establishment Amendment Bylaw No. 439.4, 2017 on March 29, 2018. The Bylaw increased the requisition limit for the regional parks service from 0.125 to 0.215.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/15

→ Consider establishing a statutory reserve fund under Bylaw No. 439 for parkland acquisition purposes: 100%

2019/01/01 2020/03/31

100%  
100 /  
100%

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Board adopted 2020-2024 Financial Plan on March 30, 2020 which includes \$183,000 allocated to the Regional Park Land Acquisition Reserve Fund. The fund is a statutory reserve for the purchase of regional park land.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/15

→ Consider choosing DL 1375 as the location of the parkland acquisition site on Savary Island: 100%	2020/04/01 2020/12/31	100% 100 / 100%	<p><b>Laura Roddan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>Savary Island Land Trust (SILT) facilitated the acquisition of DL 1375 by the Nature Trust of BC in May 2018. Details on the land purchase to preserve the 350 acre district lot can be found here: <a href="https://savaryislandlandtrust.org/savetheheart">https://savaryislandlandtrust.org/savetheheart</a></li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/15</p>	Laura Roddan   Manager of Planning Services
→ Consider prioritizing, in a closed meeting, the 6 parkland acquisition sites using the Regional District of Nanaimo Regional Parks Acquisition Criteria and Rating System: 100%	2020/04/01 2020/12/31	30% 30 / 100%	<p><b>Laura Roddan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>Staff are reviewing the Regional District of Nanaimo's Regional Parks Acquisition Criteria and Rating System.</li> <li>Staff are researching other Regional District approaches, criteria, and rating systems for regional parks acquisition.</li> <li>Staff are preparing a report to Committee of the Whole.</li> </ul> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>COVID-19 pandemic and staff assignments to the qathet Regional EOC and the Tla'amin EOC have posed challenges to completing this work earlier in 2020.</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Complete report to Committee of the Whole.</li> </ul> <p>2020/10/15</p>	Laura Roddan   Manager of Planning Services
→ Consider developing a regional park classification system and apply it to the existing regional parks as well as the proposed parkland acquisition sites: 100%	2021/01/01 2021/06/30	0% 0 / 100%	<p><b>Laura Roddan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>No progress to date.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/15</p>	Laura Roddan   Manager of Planning Services

→ Consider adopting a vision, a conceptual plan, a set of management goals, and a desired park classification for the parkland acquisition sites: 100%	2021/06/01	2021/12/31	0% 0 / 100%	<b>Laura Roddan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>No progress to date.</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/10/15	Laura Roddan   Manager of Planning Services
→ Consider developing detailed cost estimates for acquiring and developing the parkland acquisition sites: 100%	2022/01/01	2022/06/30	0% 0 / 100%	<b>Laura Roddan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>No progress to date.</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/10/15	Laura Roddan   Manager of Planning Services
→ Consider directing staff to research and apply for appropriate grants to boost parkland acquisition funds: 100%	2022/06/01	2022/09/30	0% 0 / 100%	<b>Laura Roddan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>No progress to date.</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/10/15	Laura Roddan   Manager of Planning Services
→ Consider using long-term borrowing to fund the acquisition of new parkland sites: 100%	2022/09/01	2022/12/31	0% 0 / 100%	<b>Laura Roddan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>No progress to date.</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/10/15	Laura Roddan   Manager of Planning Services
→ Consider developing a campaign aimed at building community support for acquiring new parklands with public fund: 100%	2022/09/01	2022/12/31	0% 0 / 100%	<b>Laura Roddan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>No progress to date.</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/10/15	Laura Roddan   Manager of Planning Services

Develop a Process for using Grants-in-Aid to support Multicultural Events: 100%

2019/01/01 2022/12/31

Linda Greenan: Linda Greenan | Manager of Financial Services

- Progress:**
- As a separate Financial Assistance Advisory Committee was not formed the Board considered two rounds of applications using the new process
  - The Board will consider applications using the new process again in 2021
  - Staff will bring a report to the Board at the end of 2021 to ask how the Board wants to proceed in 2022

**Challenges:** No value

- Next Steps:**
- The Board to consider applications in 2021
  - Staff to bring a report to the Board with options for the process in 2022

2021/01/15

→ **Present revised grants process to Board: 100%**

Need Board approval to revise grants-in-aid, economic development and social planning grant funding process.

2019/12/01 2020/02/27

Linda Greenan: Linda Greenan | Manager of Financial Services

**Progress:** Board approved a revised grant funding process at the February 27, 2020 Board meeting.

**Challenges:** No value

**Next Steps:** No value

2020/03/20

→ **Request Board to establish a Financial Assistance Advisory Committee: 100%**

Need Board to establish a Financial Assistance Advisory Committee.

2019/12/01 2020/02/27

Linda Greenan: Linda Greenan | Manager of Financial Services

**Progress:** Board established a Financial Assistance Advisory Committee at the February 27, 2020 Board meeting.

**Challenges:** No value

**Next Steps:** No value

2020/03/20

→ <b>Request Board to approve the Financial Assistance Advisory Committee Terms of Reference: 100%</b>	Need Board to establish a Financial Assistance Advisory Committee.	2019/12/01 2020/03/30	100% 100 / 100%	<b>Linda Greenan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>The Board approved the Financial Assistance Advisory Committee Terms of Reference at its meeting of March 30, 2020</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/06/01	Linda Greenan   Manager of Financial Services
→ <b>Advertise for FAAC members: 100%</b>	Need Board to establish a Financial Assistance Advisory Committee.	2019/12/01 2020/04/10	30% 30 / 100%	<b>Linda Greenan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>The deadline for applications was extended to May 1, 2020</li> <li>Advertisements for committee members were placed in April, 2020 with: <ul style="list-style-type: none"> <li>Powell River Peak April 15 and 17, 2020</li> <li>Powell River and Texada Chamber of Commerce asked to spread the word</li> <li>Texada Express Lines</li> <li>Our Isle and Times</li> </ul> </li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2020/06/01	Linda Greenan   Manager of Financial Services
→ <b>Appoint Committee Members: 2 Event(s)</b>	Committee to recommend members at April 15, 2020 Committee of the Whole meeting Board to appoint members at April 30, 2020 Board meeting	2020/04/15 2020/04/30	4% 0.08 / 2 Event(s)	<b>Linda Greenan:</b> <b>Progress:</b> <ul style="list-style-type: none"> <li>Deadline for applications was extended to May 1, 2020 in an effort to attract 5 members</li> <li>Only one application was received</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <ul style="list-style-type: none"> <li>Staff preparing a report for the June 17, 2020 Finance Committee to consider options for consideration of grant requests received in the spring of 2020</li> </ul> 2020/06/01	Linda Greenan   Manager of Financial Services

→ <b>Collate and summarize all grant in aid applications</b>	Accountant to collate and summarize all grant in aid requests received by April 30, 2020 for first FAAC meeting.	2020/04/30 2020/05/15	100%	<p><b>Linda Greenan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>• Staff have collated all applications received to the March 31, 2020 (April 30, 2020) deadline</li> <li>• A report with all applications and options to consider the requests will be presented to the June 17, 2020 Finance Committee</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2020/06/01</p>	Linda Greenan   Manager of Financial Services
→ <b>Advise Committee appointments</b>	Advise Committee Appointments by email	2020/05/01 2020/05/06	90%	<p><b>Linda Greenan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>• Only one application for membership on the Financial Assistance Advisory Committee was received by the extended May 1, 2020 deadline</li> <li>• Staff are preparing a report with options for the consideration of requests received by the March 31, 2020 (April 30, 2020) deadline for the June 17 Finance Committee</li> <li>• Staff will advise the applicant of the Board's direction at the June, 2020 Board meeting</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Advise applicant of Board's direction from the June, 2020 Board meeting</li> </ul> <p>2020/06/01</p>	Linda Greenan   Manager of Financial Services

→ Set up and advertise FAAC Meeting		2020/05/01	2020/05/15	100%	<p><b>Linda Greenan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>Advertisements were placed in March and April, 2020 with the: <ul style="list-style-type: none"> <li>Powell River Peak</li> <li>Texada Lines</li> <li>Lasqueti Isle and Times</li> <li>qRD website</li> </ul> </li> <li>The Powell River and Texada Island Chamber of Commerce were contacted in April, 2020 to spread the word regarding the call for membership</li> </ul> <p><b>Challenges:</b> No value</p> <p><b>Next Steps:</b> No value</p> <p>2020/06/01</p>	Linda Greenan   Manager of Financial Services
→ Prepare FAAC Grant recommendations report	Prepare FAAC grant recommendation report for June 11, 2020 Committee of the Whole meeting.	2020/06/01	2020/06/03	0%	<p><b>Linda Greenan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>The deadline for applications was extended to May 1, 2020</li> <li>Only one application received</li> <li>Staff will submit a report to the June 17, 2020 Finance Committee for direction on applications received to the March 30, 2020 (April 30, 2020) deadline due to the shortfall in applications for membership on the Financial Assistance Advisory Committee</li> </ul> <p><b>Challenges:</b> No value</p> <p><b>Next Steps:</b> No value</p> <p>2020/06/01</p>	Linda Greenan   Manager of Financial Services
→ Prepare letters for approved grants	Accounting Clerk to prepare approved grant letters	2020/06/26	2020/07/15	0%		Linda Greenan   Manager of Financial Services
Implement the Regional Trails Plan: 100%		2019/01/01	2022/12/31	75% 75 / 100%		Laura Roddan   Manager of Planning Services

→ Secure liability insurance to indemnify trail  
volunteers: 100%

2019/01/01 2019/12/31

Laura Roddan:

Laura Roddan | Manager of  
Planning Services

**Progress:**

- On August 23, 2018, the Board approved the qathet Regional District entering into Service Provider Agreements with the following groups for the development and management of the network of trails and recreational amenities on land and water which are identified in the Powell River Regional District Regional Trails Plan dated December, 2016:
  - Bloody Old Men's Brigade (BOMB Squad)
  - Powell River Cycling Association (PRCA)
  - Knuckleheads Winter Recreation Association (KWRA); and
  - Powell River ATV Club.
- The Agreements provide MIA coverage for trail volunteers from these organizations.
- The Agreements continue in perpetuity until they are cancelled by the qathet Regional District and the annual cost of the MIA coverage is included in the annual budget for the Regional Parks Service.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/15

100%  
100 /  
100%

→ Finalize the list of existing priority trails for legitimization based on a comprehensive survey of trail maintenance and regulation needs (starting with the list in Section 5.3 of the Plan): 100%

2020/01/01 2022/12/30

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Volunteer trail user groups continue their work to identify priority trails for legitimization with the Regional Trails Plan as a guide.

25%  
25 / 100%

**Challenges:** *No value*

**Next Steps:**

- Board to consider whether this item remains a strategic goal.

2020/10/15

→ Create a funding plan for trail upgrades and maintenance: 100%

2020/01/01 2022/12/30

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Volunteer trail user groups continue their work to plan for trail upgrades and maintenance with the Regional Trails Plan as a guide.

25%  
25 / 100%

**Challenges:** *No value*

**Next Steps:**

- Board to consider whether this item remains a strategic goal.

2020/10/15

→ Apply for the legitimization of existing, priority trails: 100%

2020/01/01 2022/12/30

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Volunteer trail user groups continue their work to make application to the province for trail authorizations with the Regional Trails Plan as a guide.

25%  
25 / 100%

**Challenges:** *No value*

**Next Steps:**

- Board to consider whether this item remains a strategic goal.

2020/10/15

→ Planning of proposed priority trails and trail elements (as outlined in Section 5.1 of the Plan): 100%	2020/01/01 2022/12/30	<div>25%</div> <div>25 / 100%</div>	<p><b>Laura Roddan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>Volunteer trail user groups continue their work to plan priority trails and trail elements with the Regional Trails Plan as a guide.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Board to consider whether this item remains a strategic goal.</li> </ul> <p>2020/10/15</p>	Laura Roddan   Manager of Planning Services
→ Establish an online trail information hub where real time data can be gathered from trail users and trail conditions can be shared: 100%	2020/01/01 2022/12/30	<div>25%</div> <div>25 / 100%</div>	<p><b>Laura Roddan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>Volunteer trail users group continue their work on this task with the Regional Trails Plan as a guide.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Board to consider whether this item remains a strategic goal.</li> </ul> <p>2020/10/15</p>	Laura Roddan   Manager of Planning Services
→ Create and implement a comprehensive and consistent signage and wayfinding program for all managed trails: 100%	2020/01/01 2022/12/30	<div>25%</div> <div>25 / 100%</div>	<p><b>Laura Roddan:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>Volunteer trail user groups continue their work on trail signage and way finding with the Regional Trails Plan as a guide.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Board to consider whether this item remains a strategic goal.</li> </ul> <p>2020/10/15</p>	Laura Roddan   Manager of Planning Services

→ Establish a PRRD Regional Trails Network Standing Committee to coordinate all trail-related initiatives: 100%

2021/01/01 2021/01/29

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Board has not established a Regional Trails Network Standing Committee.

**Challenges:** *No value*

**Next Steps:**

- Board to consider whether this item remains a strategic goal.

2020/10/15

0%  
0 / 100%

→ Recruit and retain a Regional Parks and Trails Coordinator to work with all levels of government and volunteer trail user groups: 100%

2021/01/01 2021/04/01

Laura Roddan:

Laura Roddan | Manager of Planning Services

**Progress:**

- Board did not support creation of a new staff position to take on the role of regional parks and trails planning and coordination funded through the Regional Parks Service in March 2018.

**Challenges:** *No value*

**Next Steps:**

- Board to consider whether this item remains a strategic goal.

2020/10/15

0%  
0 / 100%

## SOCIAL PLANNING

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Improve Rural Transportation Access to the City: 100%		2019/01/01	2022/12/31	9% 9.17 / 100%		Al Radke   CAO

→ **Meet monthly with Regional Public Transportation Working Group: 8 Meeting(s)**

2020/01/01 2021/08/31

13%  
1 / 8  
Meeting(s)

**AI Radke:**

AI Radke | CAO

**Progress:** The Working Group has met twice since Phase 2 – BC's Restart Plan opened up. At the last meeting held on September 28, 2020; the Group decided to forego meetings for a few months and allow time for staff to come back with some research regarding costs involved with on-demand bussing. A meeting is expected in the coming weeks.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/14

→ **Research alternative models for public transportation**

2020/01/01 2021/08/31

0%

**AI Radke:**

AI Radke | CAO

- BC Transit expansion
- Service primarily governed by local government
- What are other jurisdictions doing in BC
- Investigate partnering with other local governments and First Nations
- Investigate partnering with local health authority
- What are jurisdictions doing in other provinces
- New opportunities i.e. ride hailing

**Progress:** Nothing new to report on this front.

Wednesday, Apr 22 2020

**Progress:** Had a telephone call scheduled with Karin Olson, Chief Operating Officer, Coastal for Vancouver Coastal Health on Friday April 3, 2020. Intent was to discuss possibility of sharing costs for a bus from Saltery Bay to Vancouver. A model similar to what is used in the Interior. Interrupted and cancelled due to COVID-19.

BC Transit announced on April 20, 2020 that as a result of COVID-19, with the support of its Board of Directors, BC Transit has made the difficult decision to defer all planned 2020/21 expansions until 2021/22 in order to focus on service and ridership recovery in every transit system.

Over the coming months, they will work closely with both local government partners and the Province to better understand the financial implications of the pandemic and evaluate

→ Present options to the Working Group to consider

2020/01/01 2021/08/31

15%

Al Radke:

Al Radke | CAO

**Progress:** Since striking up meetings again, we have had two ride hailing presentations and an on-demand bussing service presentation. The Group has been most impressed with the on-demand pilot project that the City of Powell River is rolling out in the new year. The Group has requested that staff perform some research to come up with costs for a similar rural program.

Wednesday, Apr 22 2020

**Progress:** Lynne Tang, Director, Community Policy and

available funding to enable expansion planning to resume once ridership returns.

**Challenges:** Delays conversation of a potential partnership.

This will postpone the planned expansion this summer to the Stillwater route and on to Saltery Bay. This expansion was designed to alleviate some of the angst created with the loss of Malaspina Coach Lines and the irregular service of Sunshine Coast Connector.

**Next Steps:** Keep in touch with Karin Olson to re-schedule once COVID-19 is under control.

Keep in touch with BC Transit to determine when funds are available to resume expansion of services.

**Challenges:** No value

**Next Steps:** No value

2020/10/16

Legislation, Ministry of Municipal Affairs and Housing and Stephen Harrison, Senior Policy Analyst, Ministry of Municipal Affairs and Housing, gave a presentation regarding Ride Hailing legislation, the potential operators in the region, the defined ride hailing regions and the role of local governments in preparing for ride hailing in communities.

Business model presented to Working Group regarding a service governed (owned and operated) by local government.

Details of Innisfil Transit Strategy shared with Working Group.

Progress: Have researched what other jurisdictions are doing in BC.

Have researched what jurisdictions in other provinces are doing (Innisfil Transit Strategy).

Have costed out a service governed by local government.

Investigating the appetite of the local health authority to partner in bussing system to Metro Vancouver.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/16

100%  
100 /  
100%

**Progress:** The Social Action & Planning Advisory Committee met on January 12, 2021. The Committee has been made aware of the proposed priorities, action items and budget. They are now in the driver's seat to promote, authorize or otherwise.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/14

→ **Liaise with Social Planner**

0%

**Progress:** Three CAO meetings have resumed. We are expecting Mr. Okazak to make a presentation to us in November regarding the evaluation of the PR Regional Social Planning Program.

Wednesday, Apr 22 2020

**Progress:** The maternity leave of Meriko Kubota has interfered with establishing an initial meeting. Then the hiring of her temporary replacement, Kai Okazak, was displaced by the COVID-19 pandemic and his immediate secondment to EOC related duties relative to the vulnerable populations.

**Next Steps:** Once the COVID-19 pandemic is under control, inroads will be made to establish a starting point.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/16

→ Review Strategic Goals from Powell River  
Regional Social Planning Program Report

2020/01/01 2022/12/31

Al Radke | CAO

- Suitable Sustainable Housing For All People
- Healthy Early Childhood Development For All Children
- Social Cohesion Throughout The Region
- Poverty Alleviation And Reduced Income Disparity

0%

→ Confirm respective objectives

2020/01/01 2022/12/31

Al Radke | CAO

- Collaborative "Housing Group"
- Housing Strategy for the Powell River region
- Local innovative funding opportunities for affordable housing
- Diverse housing options for vulnerable populations
- Families are supported in finding services
- Early childcare businesses are supported
- Sufficient early childhood educators
- Public gathering space in each community
- A permanent regional social cohesion (grant) program
- Year round regional public spaces activities plan
- Regular public engagement by the three local governments
- Economic progress principles implemented by three local governments
- Adult workers in the region earn a living wage
- Public is knowledgeable about economic progress, social procurement and living wage

0%

→ Conduct joint meeting with CAO cohorts and Social Planner

2020/01/01 2022/12/31

Al Radke:

Al Radke | CAO

**Progress:** The three CAOs resumed meeting on October 2, 2020. As we were just getting underway again, no other staff members were invited to report out. We will begin to draw them in again.

Wednesday, Apr 22 2020

**Progress:** The last three CAO meeting was January 10. This the meeting where we typically discuss topics of common interest, including things but not limited to social planning, emergency management and C3. We often invite the likes of Meriko Kubota and Ryan Thoms to give updates or presentations. With Meriko Kubota on maternity that opportunity did not occur. Meetings have been suspended since the COVID-19 pandemic outbreak but we are in daily communications through the regional EOC. Unfortunately, at this time all conversation is COVID-19 and EOC centered.

**Next Steps:** Once the COVID-19 pandemic is under control, we will resume regular meetings again.

**Challenges:** No value

**Next Steps:** No value

2020/10/16

0%

→ Determine which objectives align with grant opportunities

2020/01/01 2022/12/31

0%

Al Radke | CAO

→ Assess which opportunities are 'shelf ready'

2020/01/01 2022/12/31

0%

Al Radke | CAO

→ Social Planner presents list to SAPAC to prioritize

2020/01/01 2022/12/31

0%

Al Radke | CAO

→ Prioritized list presented back to respective local governments for endorsement

2020/01/01 2022/12/31

0%

Al Radke | CAO

**Progress:**

- Manager of Planning Services collaborating with Regional Social Planner, City of Powell River Senior Planner and Tla'amin Housing Manager and working with Dillon Consulting to support development of Draft Regional Housing Needs Assessment Report and prepare for upcoming Virtual Open House.

**Challenges:** *No value*

**Next Steps:**

- Dillon Consulting to finalize draft Regional Housing Needs Assessment Report based on analysis of census data, community survey results, and stakeholder interview results.
- Dillon Consulting to facilitate Virtual Open House to present draft Regional Housing Needs Assessment Report and gather public feedback.
- Dillon Consulting to finalize qathet Regional Housing Needs Assessment Report and present to qathet Regional District, City of Powell River and Tla'amin Nation.

2021/01/15

80%  
80 / 100%

**PUBLIC SAFETY**

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Complete the OH&S Program: 100%		2019/01/01	2021/12/31	45% 44.83 / 100%		Melanie Thoms   OH&S/Emergency Services Coordinator

<p>→ 1. Implement Health &amp; Safety Toolkit</p>		2020/01/01 2020/12/31	42%	<p><b>Melanie Thoms:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>First draft of Operational Services materials expected July 27th, 2020.</li> <li>Work on Administration component has begun - much less involved than Operational Services.</li> </ul> <p><b>Challenges:</b> No value</p> <p><b>Next Steps:</b> No value</p> <p>2020/07/23</p>	Melanie Thoms   OH&S/Emergency Services Coordinator
<p>→ 2. Develop and Implement Health &amp; Safety Program Components: 11 Program(s)</p>		2020/01/01 2020/12/31	47% 5.22 / 11 Program(s)	<p><b>Melanie Thoms:</b></p> <p><b>Progress:</b> 4/11 Formal programs fully implemented. 3 more in final stages of development.</p> <p><b>Challenges:</b> No value</p> <p><b>Next Steps:</b> No value</p> <p>2020/07/23</p>	Melanie Thoms   OH&S/Emergency Services Coordinator
<p><b>Develop Emergency Evacuation Plans: 100%</b></p>	<p>Referring to consultant for plan development, public/stakeholder engagement coordination.</p> <p>Communications:</p> <ul style="list-style-type: none"> <li>REEC, quarterly updates at regular meetings</li> <li>Regional Board: annual update</li> <li>Senior staff/EOC: monthly update, input into plan development, and training to exercise the plans</li> <li>Stakeholders: monthly through emergency planning committee</li> <li>Public: public education sessions in each area of region beginning May 2020 with brochure publication</li> </ul> <p>KPIs:</p> <ul style="list-style-type: none"> <li>First phase grant final report will submit project achievements for provincial review, March 2020 and payout to qRD of \$25,000 for project costs</li> <li>Second phase grant intake March 2020 with grant award anticipated April 2020</li> <li>Second phase Final Report April 2021 for payout of \$25,000 for project costs</li> </ul>	2019/01/01 2022/12/31	90% 90 / 100%	<p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> Ongoing community engagement regarding evac planning, public preparedness.</p> <p>Ongoing liaising/training with frontline responders police/fire department.</p> <p>Ongoing training for EOC staff in evacuation management.</p> <p>Above all being led by Evacuation Planning Assistant.</p> <p><b>Challenges:</b> Pandemic restricts some of the engagement and training opportunities.</p> <p><b>Next Steps:</b> Continue engagement and training.</p> <p>2021/01/15</p>	Ryan Thoms   Manager of Emergency Services

→ Research the lessons learned from other communities that have planned and performed mass evacuations: 100%	Assigned to consultant.	2020/01/01	2022/12/31	0% 0 / 100%	Ryan Thoms   Manager of Emergency Services
→ Coordinate and attend public and stakeholder meetings: 100%	Assigned to consultant.	2020/01/01	2022/12/31	0% 0 / 100%	Ryan Thoms   Manager of Emergency Services
→ Review stakeholder and transport infrastructure capacities throughout region, including anticipated speed of evac. needs, public abilities/limitations, safety concerns marshalling, and communications: 100%	Assigned to consultant.	2020/01/01	2022/12/31	0% 0 / 100%	Ryan Thoms   Manager of Emergency Services
→ Develop material and deliver to Emergency Planning Committee, Regional Fire Chiefs, REEC: 100%	Assigned to consultant. Material: guidelines, checklists for insertion into regional emergency plan evacuation chapter.	2020/01/01	2022/12/31	0% 0 / 100%	Ryan Thoms   Manager of Emergency Services
→ Obtain mapping evacuation information: 100%	Assigned to consultant (with assistance from qRD GIS).	2020/01/01	2022/12/31	0% 0 / 100%	Ryan Thoms   Manager of Emergency Services
→ Develop and deliver evacuation tabletop exercises: 100%	Assigned to consultant.	2020/01/01	2022/12/31	0% 0 / 100%	Ryan Thoms   Manager of Emergency Services
Develop FireSmart/Wildfire Protection Strategies: 75.75%	Refer to consultant leading FireSmart public supports, training, and resiliency planning.	2019/01/01	2022/12/31	<div> <div>31%</div> <div>23.34 / 75.75%</div> </div> <div> <p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> The 2020 FireSmart Program completed field activities in December. FireSmart Coordinator indicates there are still some rebate requests from work completed in 2020 still to come to qRD for payment.</p> <p><b>Challenges:</b> Overall, COVID presented both challenges and opportunities in 2020. The pandemic safety restrictions prevented some planned FireSmart activities but also resulted in some members of the public at home working on their home and property FireSmart improvements and the Coordinator was able to support these people.</p> <p><b>Next Steps:</b> Need to complete the grant final report for 2020 FireSmart Program in order to receive the provincial funding.</p> <p>Funding application for 2021 FireSmart Program is with UBCM - awaiting response.</p> <p>2021/01/12</p> </div>	Ryan Thoms   Manager of Emergency Services

→ Develop FireSmart Education Display Material: 100%	2020/01/01 2022/12/31	20% 20 / 100%	<p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> FireSmart Coordinator has begun delivering material. Not complete yet. Anticipate completion in August.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/06/23</p>	Ryan Thoms   Manager of Emergency Services
→ Conduct Interface Wildfire Tabletop Exercise: 100%	2020/01/01 2020/05/31	85% 85 / 100%	<p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> The Covid pandemic required the FireSmart program to amend its initial plans. Instead of an in class tabletop exercise the FireSmart Coordinator has inserted these elements into the 7 fire hall live workshops as these are held outdoors in a safer setting.</p> <p><b>Challenges:</b> Covid health restrictions forced an amendment to the initial plans. The redesigned delivery is reported to be successful and is even implementing an element of interagency Covid safety guidelines.</p> <p><b>Next Steps:</b> <i>No value</i> 2020/06/23</p>	Ryan Thoms   Manager of Emergency Services
→ Conduct 7 different fire hall visits to teach interface fire and structure protection: 7 Workshop(s)	2020/01/01 2020/07/31	85% 5.95 / 7 Workshop	<p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> FireSmart Coordinator has held spring Structure Protection workshops with SIVFD, Tla'amin FD, MVFD, GBVD, and VAVFD. PRFR workshop will be held late June and NVFD will occur in July.</p> <p><b>Challenges:</b> Covid restrictions had limited FD training opportunities until June so this put the FireSmart spring training behind schedule. Will catch up by July.</p> <p><b>Next Steps:</b> <i>No value</i> 2020/06/23</p>	Ryan Thoms   Manager of Emergency Services

→ Deliver Parks and Trails Caretakers FireSmart Workshop: 1 Workshop(s)	2020/01/01	2022/12/31	10% 0.1 / 1 Workshop	<p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> FireSmart Coordinator developing this year's workshop now.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/06/23</p>	Ryan Thoms   Manager of Emergency Services
→ Coordinate and setup S100 training: 100%	2020/01/01	2022/12/31	50% 50 / 100%		Ryan Thoms   Manager of Emergency Services
→ Conduct private property FireSmart assessments: 100 Property(ies)	2020/01/01	2020/11/30	45% 45 / 100 Property(i	<p><b>Ryan Thoms:</b></p> <p><b>Progress:</b> Private property FireSmart assessments have been proceeding since April with some adaptations to ensure Covid safety. Assessments have been happening around the region everywhere except Lasqueti.</p> <p><b>Challenges:</b> Covid pandemic has caused some adjustments in the delivery style but overall the effect of the pandemic has been largely positive with a strong uptake this spring by many residents spending more time at home.</p> <p>In discussion with Lasqueti coordinator we have postponed plans to bring FireSmart workshop and property assessments to Lasqueti until such time that the pandemic concerns have lessened. Will continue to reassess this.</p> <p><b>Next Steps:</b> <i>No value</i> 2020/06/23</p>	Ryan Thoms   Manager of Emergency Services

→ <b>Coordinate and deliver FireSmart Demonstration Project: 100%</b>	2020/01/01 2022/12/31	<div>5%</div> <div>5 / 100%</div>	<b>Ryan Thoms:</b> <b>Progress:</b> FireSmart Coordinator has had ongoing discussions with Tla'amin staff regarding a preferred location for a demonstration project. <b>Challenges:</b> Covid has slowed discussions so this project is behind schedule. <b>Next Steps:</b> Continue to discuss with Tla'amin staff. If this demonstration project site is not possible this year then FireSmart Coordinator may consider alternative options for demo project. 2020/06/23	Ryan Thoms   Manager of Emergency Services
→ <b>Leverage the eligible FireSmart and Wildfire Resiliency activities per provincial/UBCM CRI funding: 100%</b>	2020/01/01 2022/12/31	<div>20%</div> <div>20 / 100%</div>	<b>Ryan Thoms:</b> <b>Progress:</b> FireSmart 2020 program is operating with UBCM funding. Awaiting new version of UBCM Community Resilience Investment funding program to assess options. Have delivered qRD prescription to FLNRORD staff for their operational implementation. <b>Challenges:</b> Covid has delayed new CRI program for CWPP opportunities. <b>Next Steps:</b> Continue to monitor opportunities. 2020/06/23	Ryan Thoms   Manager of Emergency Services
→ <b>Host Wildfire Community Prep Day: 100%</b>	2020/01/01 2020/05/31	<div>0%</div> <div>0 / 100%</div>	<b>Ryan Thoms:</b> <b>Progress:</b> This was scheduled initially for early May but was impossible due to Covid pandemic. This time and effort was diverted into more advertising for public info on FireSmart activities with ads in Powell River Living, Texada Express Lines, and Coast FM. <b>Challenges:</b> No value <b>Next Steps:</b> No value 2020/06/23	Ryan Thoms   Manager of Emergency Services
→ <b>Hold wildfire season open house: 100%</b>	2020/01/01 2022/12/31	<div>0%</div> <div>0 / 100%</div>	<b>Ryan Thoms:</b> <b>Progress:</b> This was scheduled initially for early May but was impossible due to Covid pandemic. This time and effort was diverted into more advertising for public info on FireSmart activities with ads in Powell River Living, Texada Express Lines, and Coast FM. <b>Challenges:</b> No value <b>Next Steps:</b> No value 2020/06/23	Ryan Thoms   Manager of Emergency Services

→ Submit FireSmart 2020 Report to REEC: 1 Report(s)

2020/02/01 2020/12/31

Ryan Thoms:

Ryan Thoms | Manager of Emergency Services

**Progress:** 2020 FireSmart Program is currently well underway and overall very successful even with Covid restrictions.

**Challenges:** Covid has presented challenges and opportunities with restrictions on class room style training but with more residents at home there was good uptake on FireSmart assessments and advice.

**Next Steps:** Report will come to REEC at end of 2020 or early 2021. Report in development until then.

2020/06/23

19%  
0.19 / 1  
Report(s)

31%  
31.25 /  
100%

Melanie Thoms:

Melanie Thoms | OH&S/Emergency Services Coordinator

Melanie Thoms | OH&S/Emergency Services Coordinator

**Progress:** This was originally scheduled for June 2020, but postponed due to COVID-19. OH&S Coordinator working with trainers to try to schedule the info sessions and training for September/October 2020 barring any unforeseen circumstances.

**Challenges:** - Finding a venue for 30 people could be a challenge with physical distancing requirements

**Next Steps:** No value  
2020/07/14

63%

Melanie Thoms:

Melanie Thoms | OH&S/Emergency Services Coordinator

**Progress:** -To be developed after CISM training with assistance of trainer.

**Challenges:** No value

**Next Steps:** No value  
2020/07/14

0%

Develop and Implement CISM Program for Fire Departments: 100%

2019/01/01 2020/12/31

→ 1. Organize CISM Training for Peer Supporters

CISM = Critical Incident Stress Management

2020/01/01 2020/12/31

→ 2. Develop and Implement written CISM Program

2020/07/14 2020/12/31

## COMMUNICATION/ENGAGEMENT

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
------	---------	-------------	----------	----------	--------	-------

Develop a Communication Strategy: 100%	2019/01/01	2022/12/31	0% 0 / 100%		Michelle Jones   Manager of Administrative Services
Evaluate Related Human Resources Capacity: 100%	2019/01/01	2022/12/31	100% 100 / 100%		Michelle Jones   Manager of Administrative Services
→ Survey and Assess Current Organizational Communication Needs.: 100	2019/10/01	2020/03/31	100% 100 / 100	<p><b>Michelle Jones:</b></p> <p><b>Progress:</b> Staff conducted an internal survey in November 2019 requesting each department's number of public engagement sessions and communication dedicated hours. Staff calculated number of hours for organizational communications and determined which objectives were not being met. It was also found that due to competing priorities that the communication budget had not been fully expended since 2017. Due to limited capacity, an additional full time staff member would be needed to helm Regional District communications and public engagement. The Board approved the position of Communications Advisor in January 2020.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/07/02</p>	Michelle Jones   Manager of Administrative Services
→ Develop Communication Advisor Role and Timeline for Filling Position: 100%	2020/04/07	2020/12/31		<p><b>Michelle Jones:</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>• Draft Job Description and Job Posting by April 2020. Completed.</li> <li>• Advertise for Position in April. Postponed - Due to COVID -19</li> <li>• Conduct Interviews in May of 2020 - Postponed</li> <li>• Hire Communications Advisor By July 2020. - Postponed.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/07/02</p>	Michelle Jones   Manager of Administrative Services

Develop Communication Education/Awareness: 100%	2019/01/01	2022/12/31	90% 90 / 100%	Michelle Jones   Manager of Administrative Services
→ Submit Content to Powell River Living Magazine Monthly: 12 Submission(s)	2020/01/01	2020/12/31	100% 12 / 12 Submissions	Shelley Termuende   Legislative Assistant
→ 2021 Standing Committee and Board Meeting Schedule: 100%	2020/12/21	2020/12/31	90% 90 / 100%	Michelle Jones: Progress: <ul style="list-style-type: none"> <li>Yearly Meeting Calendar printed and electronically distributed to those requested</li> <li>Yearly meeting schedule poster posted on website</li> <li>Invitations to Standing Meetings sent out to staff and elected officials, alternates</li> <li>Website events calendar updated with standing meetings for year</li> <li>Bi-monthly meeting schedule distributed to senior management and clerks for review and updating</li> <li>Standing Meetings created in iCompass</li> <li>Advertised in EA publications and newspaper</li> <li>Meetings added to events calendar</li> </ul> Challenges: <ul style="list-style-type: none"> <li>New website will not allow linking to Agenda Management System</li> </ul> Next Steps: <ul style="list-style-type: none"> <li>Engage Website Management Consultant to update events calendar.</li> </ul> 2021/01/15

→ **Statutory Advertisements: 63  
Advertisement(s)**

2020/12/21 2020/12/31

- Coordinate with department manager on content creation
- Review qRD Bylaws and Legislation to determine required advertising locations, dates and durations
- Coordinate with local media to prepare advertising proof
- Coordinate with Department Manager for final approval
- Prepare purchase and invoice approval with finance
- File advertising tear sheets and approvals

100%  
63 / 63  
Advertiser

Michelle Jones | Manager  
of Administrative Services

→ **Education & Awareness Advertising: 19  
Advertisement(s)**

2020/12/21 2020/12/31

- Coordinate annually on year plan for education and awareness campaigns
- Coordinate with department managers for content monthly
- Prepare content with publication design team for proof
- Coordinate approvals with Department Managers and Manager of Administrative Services
- Coordinate with Finance for payment and invoices
- File tear sheet, invoice and ad approvals

100%  
19 / 19  
Advertiser

Michelle Jones | Manager  
of Administrative Services

→ **Media Releases: 57 Communication(s)**

2020/12/21 2020/12/31

- Coordinate with Department Manager to develop content
- Prepare content and provide to the Manager for edits
- Contact Chair for quote review and approval
- Once perfected, provide to the Manager of Administrative Services for approval
- Once approved, advise CAO of content and release date
- Post to Website
- Distribute to media contacts
- Prepare talking points for key contacts as required

100%  
57 / 57  
Communic

Michelle Jones | Manager  
of Administrative Services

→ **Newsletter Development and/or  
Dissemination: 14 Newsletter(s)**

2020/12/21 2020/12/31

- Prepare annual publication schedule
- Coordinate with Department Managers for content
- Coordinate with Departments to prepare photos and accompanying info
- Develop layout and content
- Distribute to contributing Managers for approval
- Post newsletter on Website
- Distribute newsletter to Media contacts, post on relevant websites
- Print and distribute Newsletter
- File Newsletter

100%  
14 / 14  
Newslette

Michelle Jones | Manager  
of Administrative Services

→ **Stakeholder Engagement**

2020/12/21 2020/12/31

100%

Michelle Jones | Manager  
of Administrative Services

