REQUEST FOR QUOTATION

Exempt Employee Compensation Review

Request for Quotation ("Proposals")

The qathet Regional District ("qRD") is seeking Proposals to conduct an Exempt Employee Compensation Review. Proposals will be received by Michelle Jones, General Manager of Administrative Services, qRD, #202 – 4675 Marine Avenue, Powell River, BC V8A 2L2 until June 30, 2025 at 4:00 p.m. in sealed envelopes clearly marked "Exempt Employee Compensation Review", or by email to mjones@qathet.ca.

Proposals must be in English. Proposals sent by facsimile will not be accepted and proposals received after the closing time will not be opened. The qRD is not bound to accept the lowest price or any Proposal of those submitted, and may negotiate with any proponent as to terms and pricing.

Background Information

Located on the west coast of British Columbia, about 175 km north of Vancouver, qathet Regional District (qRD) is a local government authority in British Columbia, and includes five electoral areas and one municipality (City of Powell River) in the traditional territory of the Tla'amin, shíshálh, Klahoose, Nanoose, and K'ómoks First Nation governments. Our services include, but are not limited to, land use planning, emergency preparedness, solid waste management, regional parks, and fire protection. qRD's jurisdiction covers approximately 5,000 square kilometres of land including Texada, Savary, and Lasqueti islands, north to Toba Inlet and south to skelp (Saltery Bay). The population of approximately 20,000 residents live in the City of Powell River, Electoral Areas A, B, C, D and E, and on First Nations' lands.

The qathet Regional District is one of 27 regional districts in B.C. Regional districts were created by the Province of British Columbia in 1965 as a response to demands for services from residents living in areas that lay outside the boundaries of existing municipalities.

Current Situation

The qRD is a unionized organization with 35 permanent staff members, currently including one Chief Administrative Officer (CAO) and five frontline managers, seven intermediate managers,

and the remainder are full time unionized employees. The qRD also has four casual, two seasonal, ten contract and three summer student employees.

The qRD Board of Directors approved the current pay scale based on the last exempt staff salary review undertaken in 2021. Exempt staff members in all positions participate in a work week schedule primarily from 8:30 a.m. – 4:30 p.m. Monday – Friday. Exempt staff also have an overtime policy. The qRD also has a Flexible Work Program of which all employees are able to participate in as workplans allow.

Attached, as Appendix A is a summary of the exempt positions that the qRD is seeking to include in the review. The qathet Regional District Policy No. 4.19: Managers and Exempt Personnel Salaries attached as Appendix B. The qRD Organizational Chart is attached as Appendix C. An example Job description is attached as Appendix D. The full current numerical salary scale and all relevant job descriptions and policies will be provided to the successful proponent.

Objectives

The objectives of the Exempt Employee Compensation Review are:

1. To ensure that all existing exempt staff positions are fairly compensated on a salary structure within the context of comparable positions in the public sector.

2. To ensure the qRD is able to effectively attract and retain its employee base through competitive and fair compensation.

3. To review all exempt positions as if they were full-time positions (i.e. they can be scaled back as appropriate for part-time hours).

Scope

The scope of work is:

1. To review the job descriptions of all exempt staff positions to understand the scope of responsibility, key job functions, educational and skill requirements for each position.

2. Interview each exempt staff member to obtain a wholesome understanding of their positions and responsibilities.

3. To review the existing qRD compensation package - salary structure (pay scale).

4. To compile and analyze compensation data with a recommended number of comparison regional districts. Comparable regional districts should be chosen based on comparable geographic areas, population, cost of living, etc. One set of comparables should include Alberni – Clayoquot, Bulkley – Nechako, Central Coast, Kitimat – Stikine, Mount Waddington and North Coast; as these regional districts have historically been favoured comparators by the Board of Directors for benchmarking purposes.

5. Another set of comparables should also include the one member municipality (City of Powell River) as well as the regional districts neighboring the qRD (i.e. Comox Valley, Strathcona, Squamish – Lillooet & Sunshine Coast).

6. To review the existing salary structure with comparison regional districts and analyze the market data relative to the qRD's exempt positions. This review should identify and assess the cost of living within the context of comparison of the regional districts.

7. To recommend a salary structure and other elements of compensation for each qRD exempt position based on the assessment of each job description and in comparison to similar positions in other regional districts, including recommendations for implementing adjustments that may be required. A rationale for the level of compensation must be provided for each exempt position.

8. To provide a list of recommendations for non-financial compensation that the qRD may provide to retain its staff.

9. To prepare and present a final written report to the CAO.

Schedule

The proposed schedule is as follows:

Date	Milestone
June 2, 2025	Issue Request for Quotation
June 30, 2025 at 4:00 p.m.	Request for Quotation closes
July 27, 2025	Selection of successful proponent
November 26, 2025	Delivery of Final Report

Deliverables

The minimum deliverables are as follows:

1. Work Plan

The successful proponent will provide a detailed description of the steps to be taken, with sequencing and staging of tasks, key decision points, expected completion date for each task and the interrelationship between the completion of the tasks and the preparation of the project deliverables. The successful proponent will deliver the Work Plan to the CAO and the successful proponent will schedule a meeting for the CAO to review and approve the work plan prior to commencing work.

Discussions and consultations with the CAO of the qRD will be a necessary part of this work plan. For example, the successful proponent will choose a recommended number of comparison regional districts based on population, budget, staff complement and geographic

location, cost of living (or adjust for), in consultation with the qRD CAO. Please outline any assistance you would expect the qRD to provide in addition to what is provided below.

2. Draft Report

The successful proponent will prepare a draft report for review by the CAO - the CAO may provide comments and revisions thereon.

3. Final Report

The successful proponent will prepare a final report for acceptance by the CAO following a thorough review of the draft report and satisfactory resolution of all issues raised during the review period.

4. Meetings

The successful proponent will attend the following mandatory meetings (in person, by telephone, or virtually):

- Presentation of the Work Plan to the CAO; and
- Presentation of the Draft Report to the CAO.

Confidentiality

The successful proponent may be required to retain information and copies of the findings and resulting report. However, the findings and resulting report are the property of the qRD and shall remain confidential to the successful proponent and the project team. Any material of a confidential nature pertaining to the project that is disclosed to the proponent will be kept confidential by the proponent. Please indicate in the proposal that this is so agreed to and if successful, the proponent is agreeable to signing a contract agreeing to these and other standard contract terms.

Resource Materials Attached

1. Appendix A – Exempt positions to be reviewed;
2. Appendix B – qathet Regional District Policy No. 4.19: Managers and Exempt Personnel Salaries;
3. Appendix C – Example Job Description; and
4. Appendix D – qRD Employee Organizational Chart.

Proposal Format

Each Proposal should include:

1. Contact information

Full legal name if incorporated, and the name, title, address, telephone number and email address of the individual to be contacted in respect of the submission.

2. Project Team and Experience

Identify all proposed team members and their roles in project.

3. Approach

Methodology, method of research, additional reference materials and source documentation resources to be used and any other relevant and/or unique attributes of your approach.

4. Proposed schedule for completion no later than October 24, 2025 (or alternate date as provided by the proponent)

5. An All-inclusive Fee Quote

The Proposal fee quotation, without limiting the generality of the foregoing, is to include all charges for hourly fees, travel time and expenses, office/staff expenses, disbursements and taxes. The activities listed in this document are the minimum requirements to be undertaken. The respondent may also provide separate pricing on additional requirements they feel would benefit the qRD in meeting its competitive staff compensation objectives.

Please also provide as an additional element of the fee quote, a per unit fee that will apply to each additional position reviewed other than those noted herein, and a per unit fee for each additional comparison organization to be included in the survey, in the event that the qRD wishes to increase the scope of the review.

Inquiries

Inquiries should be directed only to Michelle Jones, General Manager of Administrative Services by phone (604.485.2260) or by email (mjones@qathet.ca).

APPENDIX A - EXEMPT POSITIONS TO BE REVIEWED

Chief Administrative Officer

General Manager of Financial Services

General Manager of Administrative Services

General Manager of Planning Services

General Manager of Emergency Services

General Manager of Operational Services

Manager of Financial Services

Manager of Administrative Services

Manager of Planning Services

Manager of Asset Management & Strategic Initiatives

Manager of Environmental Services

Manager of Technical Services

Manager of Occupational Health & Safety

Manager of Communications

Communications and Legislative Assistant

qathet REGIONAL DISTRICT

SECTION 4	**PERSONNEL POLICIES**
POLICY	**4.19**
SUBJECT	**MANAGERS AND EXEMPT PERSONNEL SALARIES**
ADOPTED	**JUNE 28, 2018**
AMENDED	**NOVEMBER 25, 2021**

POLICY STATEMENT:

The qathet Regional District recognizes the value of attracting and retaining highly qualified, experienced, motivated, and high-potential employees in order to provide solid leadership and quality services to our community. A key component of this policy is the development and maintenance of a framework for exempt staff compensation that is rational, defensible, competitive, and able to be effectively administered.

PURPOSE:

To establish and maintain a salary administration program based on best practices in compensation that is consistent with the provisions of the qathet Regional District Officer Bylaw No. 453, 2011.

SCOPE:

This policy applies to all managers and exempt personnel.

POLICY:

To balance the equity of internal and external salaries, the funding capacity of taxpayers, and the link between compensation and performance.

RESPONSIBILITY/AUTHORITY TO ACT:

The Chief Administrative Officer shall have overall responsibility for managers and exempt personnel salary administration and shall ensure that any salary adjustments or alterations to the exempt salary grid are with the concurrence and approval of the Board.

PROCEDURES:

The Exempt Salary Grid has a vertical structure of relative Job Evaluation Rates (JE Rates), and a horizontal structure of Percentages (i.e. 85% - 100%/Full Salary - 110%) based on measures of relative equity (i.e. internal equity among salaries, median salary levels of benchmarked positions in comparable local governments, and census information on relative population and household income levels).
The Full Salary (100%) levels shall be calculated using a linear function of JE Rates (the "Salary Policy Function").

The Salary Policy Function shall have the form: "Full Salary = slope * JE Rate + intercept, where the slope (JE Rate multiplier) and intercept (base salary) values are adopted by the Board to reflect the equity balance of this policy.

The exempt salary midpoint shall be maintained by the Manager of Financial Services.

The exempt salary grid is elastic so each year the median number (midpoint) will be updated to reflect the change in:

    a) the British Columbia Consumer Price Index (CPI) at December 31.

Such annual updates are defined as annual increments, not salary adjustments, and not governed by the qathet Regional District Officer Bylaw No. 453, 2011. Annual increment changes shall come into effect on the first day of a pay period of each calendar year, subject to the approval of the Chief Administrative Officer.

It shall be the policy of the qathet Regional District to compensate managers and exempt personnel within a 25% range of market (being defined as the midpoint). Therefore, all managers and exempt personnel should be having salaries set between 85% and 110% of market.

It shall be at the discretion of the Chief Administrative Officer as to where managers and exempt personnel fall within the scale. Such decisions shall take into consideration the following factors:

- managers and exempt personnel newly promoted, or lacking the experience for a particular management position, should fall into the lower end of the scale.
- managers and exempt personnel meeting expectations and goals in a reasonable and effective manner should be paid the market rate (100%).
- managers and exempt personnel who exhibit a combination of advanced/continued education, superior qualifications, and excellent performance should be paid at the higher end of the scale.

The Chief Administrative Officer may consider hiring at above 100% where the qualifications and experience of a particular candidate are far superior.

All management and exempt personnel performance evaluations will be administered annually on a calendar year.

Salaries will be reviewed annually by the Chief Administrative Officer, and this review may or may not lead to a salary increase.

Salary adjustments for the managers and exempt personnel, as an aggregate amount, shall be presented to the Board for consideration.

The Board shall annually review the compensation paid to the Chief Administrative Officer in January and make recommendations for adjustments, if any.

The Board shall annually review and authorize the Chief Administrative Officer to increase salaries for managers and exempt personnel by an aggregate amount.

Managers and exempt personnel are eligible for the benefit package that is offered by the qathet Regional District. The premium cost for the benefit package shall be paid for fully by the qathet Regional District. The managers and exempt personnel benefit package shall mirror that of the CUPE Collective Agreement and shall include but not be limited to sick days, dental plan and extended health plan.

This policy shall be reviewed to ensure that it is current and relevant, and market surveys conducted, every three years, in order to maintain parity and remain competitive in the market.

Job Description
Manager of Information Technology

Department	Corporate Administration
Reports To	General Manager of Corporate Administration
Job Description Approval Date	September 12, 2024
Job Description Approved By	Al Radke

POSITION & DIVISION SUMMARY:

Serving as a functional specialist, the Manager of Information Technology is a front-line exempt staff member responsible for implementing technical services for the qathet Regional District. The Manager of Information Technology is accountable for ensuring technical and administrative support services are carried out as directed by the General Manager of Corporate Administration, who is ultimately accountable for achieving the strategic direction set by the Regional District Board and Chief Administrative Officer (CAO), for the Corporate Administration Department.

Under the direction of the General Manager of Corporate Administration, the Information and Technical Services Division provides corporate-wide technical services to support Regional District day-to-day operations and activities (e.g. IT systems, software applications, end-user technical support, mapping services).

The Manager of Information Technology is accountable for providing a wide-range of technical services in relation to supporting the development and ongoing maintenance of the Regional District's Asset Management Program, as well as developing, and maintaining the Regional District's Geospatial Information System, and geodatabases.

The Manager of Information Technology directs and oversees the work of two direct reports (i.e. GIS/Survey Technician) to ensure the efficient delivery of services as per established levels of services, along with the achievement of deliverables associated with Annual Work Plans.

KEY DUTIES AND RESPONSIBILITIES

Information Technology (IT) Services

The Manager of Information Technology is accountable to ensure the day-to-day technological needs of the organization are met.

1. Stays abreast of current information technology available to support Regional District operations. Provides, and/or directs Technical Services personnel to provide, internal IT support services within scope of technical skill set, and in relation to services provided by third-party outsourced IT Service Providers.

2. Administers Regional District IT Service Contract(s). Ensures technical support provided to the Regional District by outsourced IT Service Provider(s) is as per the levels of services specified within service agreement(s)/contract(s). Assists Service Providers with installation, repair, and replacement of equipment. Monitors and documents monthly contract performance. Develops and administers annual IT Budget in consultation with outsourced IT Service Provider(s) and the General Manager of Corporate Administration.

3. Manages IT Systems required to support Regional District day-to-day operations. Collaborates with IT Service Providers to ensure hardware, software, and network systems are fully operational. Ensures data integrity and security is maintained as per generally accepted IT standards and practices. Manages user access and permissions, as per organizational standards. Ensures anti-virus and security software applications remain up-to-date to protect Regional District data and equipment. Ensures back-up protocols are strictly followed, including data encryption requirements, as per policy. Contributes to business continuity planning in relation to IT services.

4. Ensures personnel have the necessary IT systems, tools, and software applications required to perform job duties. Collaborates with users and IT Service Providers to ensure downtime due to technical issues/errors is minimal. Ensures procedural manuals are in place to guide the delivery of basic internal help desk support. Delivers, or coordinates, internal IT training. Contributes to the development and maintenance of IT related policies (e.g. computer usage, BYOD (Bring Your Own Device), Internet access, security, etc.).

5. Provides, and/or oversees, internal IT related administrative functions pertaining to: IT equipment inventories (including disposal); passwords; licenses; workstation, laptop and mobile device assignment and configurations; department-specific software application updates; mobile device contracts and end-user support; seasonal IT service requirements; office telephone system contracts, user accounts, and voicemail; email addresses and passwords; hosting service provider contact information; etc. Ensures accurate and current records are maintained. Ensures users are notified of software version updates.

6. Accountable for overseeing and/or providing administrative and technical services required to support the delivery of capital renewal, upgrades, new, and disposal projects, as directed by the the General Manager of Corporate Administration, and in coordination with the Manager of Assets and Capital Projects.

7. Serves as the Regional District's Email System Administrator, and the Administrator of each Internet service. Maintains hosting and service contracts, as per operational requirements. Maintains Regional District domain names, email addresses and passwords. Monitors compliance with security requirements and privacy legislation. Monitors data usage. Administers Internet Access Site Restriction software. Addresses performance issues and technical support requests.

8. Serves as the Regional District's Website Backend Administrator. Maintains hosting contract. Performs data and system backups as per corporate records management and IT best practices. Ensures website functions consistently at acceptable speeds, and functions efficiently for Website Content Administrator (Corporate Administration Department personnel) applying website content (copy). Manages software version updates, and addresses performance issues associated with the website, and its content management components. Supports Website Content Administrator.

9. Provides, and/or oversees, technical services required to establish and maintain electronic corporate-wide records management systems and practices, as per the Records Information Management (RIM) Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Collaborates with the General Manager of Corporate Administration /Regional District's Corporate Administrative Officer, and designates of the Corporate Administrative Officer, to set up and maintain electronic filing systems. Assists with monitoring adherence to corporate records management policy and practices. Makes recommendations to Corporate Administration Officer regarding electronic records management systems and practices. Ensures confidentiality is maintained when handling sensitive and confidential information.

Geospacial Information System (GIS) Mapping Services

The Manager of Information Technology is accountable for directing and overseeing internal and external GIS Mapping Services.

10. Establishes and maintains protocols related to the Regional District's GIS System; geodatabases; external GIS Data Acquisition; GIS data development and maintenance; Ortho Photo Acquisition; supplying of GIS data to external entities (including Limited Use Agreements, and fees and charges); internal and external map development services; on-line public maps; civic addressing; and mail-outs. Makes policy recommendations pertaining to GIS Mapping Services. Ensures procedural manuals are in place to guide GIS Mapping Services.

11. Manages and administers applicable licensing requirements (e.g. ArcGIS system software). Assists with evaluation and selection of organizational software systems requiring GIS components, and support integration of Regional District GIS data.

12. Creates and maintains geodatabases of available current and historical layers. Monitors internal and external activities to ensure the Regional District's data remains accurate and complete. Maintains accurate and complete metadata for newly built layers, or amended layers.

13. Provides mapping services, utilizing multiple mapping methodologies, and as per industry standards. Oversees the delivery of internal and external mapping services. Oversees the administration of fees and charges for external mapping services, as per the Fees and Charges Bylaw, and ensures internal mapping services are allocated to appropriate department budgets. Builds layers of GIS data to meet specific mapping requests. Ensures newly built layers contain accurate spatial data, features, and meet visual standards.

14. Coordinates the development and maintenance of the Regional District's on-line public maps. Maintains usage agreement for on-line mapping platform, and ensures contractor is provided ongoing updated GIS data to maintain complete and accurate on-line maps. Provides technical support to users accessing on-line maps. Generates maps (hard copy and/or pdf) for walk-in public requests.

15. Manages ongoing data development and maintenance of the Regional District's GIS System. Ensures GIS personnel build layers utilizing multiple mapping methodologies and as per industry standards. Ensures acquired data is manipulated as per Regional District parameters. Ensures field verification surveys are performed to verify coordinate data for completeness and accuracy, when required. Oversees, and/or contributes to:
    a. Processing of GIS data acquisitioned from available external mapping layer sources;
    b. Processing of survey data into GIS System files;

c. Processing of new civic addresses into spatial data and maps;
d. Drafting legal data from hard copies of Legal Plans for Right-of-Ways, Easements and Covenant Areas into appropriate GIS/CAD formats; and
e. Joining existing Regional District Cadastral Fabric (legal lot lines) to BC Assessment Data.

16. Generates Limited Use Agreements outlining the terms for use of Regional District GIS data by external entities, and monitors adherence. Ensures requests made by external entities for Regional District GIS data is compiled and delivered, as per Limited Use Agreements. Ensures external agencies are provided accurate and current Regional District related GIS data, as per requests on an ongoing basis. Maintains strong working relationships with other local GIS service providers to foster data sharing between the parties.

17. Supports the Planning Services Department in the processing of Civic Addressing Applications, and ensures new addresses (house numbers) are incorporated into Regional District spatial data and maps.

Asset Management Program Technical Services

The Manager of Information Technology contributes to the development and implementation of the Regional District's Asset Management Program to ensure sustainable service delivery, as per established levels of services.

18. Integrates annual goals associated with advancing the Regional District's Asset Management Program into Technical Services Annual Work Plans, as directed by the General Manager of Corporate Administration and in coordination with the Manager of Assets and Capital Projects. Directs, coordinates, and oversees work to be performed by Information and Technical Services personnel, and external contractors, to fulfill Annual Work Plan deliverables.

19. Contributes to the establishment of quality control standards and guidelines pertaining to the efficient collection and processing of data required to support the Regional District's Asset Management Program, and as per industry best practices. Contributes to the development and implementation of organization-wide data collection systems, including recording of works resulting from operations and maintenance activities, and works associated with contributed assets. Oversees, and contributes to, the ongoing collection and processing of current and historical asset data. Ensures organizational adherence to data collection quality control standards. Ensures accuracy and completeness of metadata.

20. Oversees planning and delivery of asset inventory field services pertaining to the data collection associated with existing in-service assets, as per Annual Work Plans. Ensures field services data collection activities result in accurate and complete asset inventories, condition assessments, risk assessments, and projected life-cycles, as per established

parameters and criteria for each asset type/class and for each Regional District Service. Oversees data entry of field asset data into the Regional District's asset management application(s). Oversees, and contributes to the development of thematic maps for assets.

21. Coordinates the collection of Financial Lifecycle Standard data, with Financial Services personnel, to assist with determining asset replacement costs. Coordinates collection of Fleet asset data requirements with Financial Services. Oversees data entry of financial related data into the Regional District's asset management application(s) to ensure physical and financial attributes are known for each asset class associated with each Regional District Service.

22. Oversees, and contributes to, the preparation of Annual Asset Management Plans for each Regional District Service. Ensures Asset Management Plans are in place, as per established criteria and timelines, to support annual decision-making processes associated with determining the Regional District's Annual Approved Projects List (i.e. capital renewal, upgrades, new, and disposal projects).

23. Oversees infrastructure information records management system and practices, as per corporate records management. Ensures personnel can readily access accurate, complete, and reliable infrastructure data electronically to support daily operational and planning activities (e.g. record drawing inventory system, service cards, infrastructure maps).

24. Contributes to the development of standards and guidelines pertaining to Planned Maintenance Programs. Oversees the processing of asset management data pertaining to ongoing maintenance inspection and maintenance records.

CORE MANAGEMENT ACCOUNTABILITY

The Manager of Information Technology is accountable for ensuring the achievement of the Division's mandate through effective leadership, and management.

1. Participates in Regional District strategic planning initiatives, as directed by the CAO. Supports the General Manager of Corporate Administration in fulfilling departmental strategic goals and actions associated with multi-year corporate plans to ensure the strategic direction set by the Regional District Board is realized.

2. Ensures Technical Services core service offerings are fully operationalized. Develops and maintains Technical Services Division Annual Work Plans, in collaboration with the General Manager of Corporate Administration. Manages the effective organization, scheduling, and delegation of work required for Technical Services personnel to successfully achieve Annual Work Plan deliverables, and monitors progress towards achievement.

3. Develops the Technical Services Division's Annual Operating and Capital Budget in consultation with the General Manager of Corporate Administration, and the General Manager of Financial Administration. Monitors Technical Services expenditures to ensure adherence to approved Budget(s). Ensures adherence to the organization's financial control practices, policies, the Regional District's Fees and Services Bylaw(s).

4. Manages the day-to-day work performed within the Technical Services Division to ensure activities are congruent with the achievement of the Division's mandate, intended levels of services, goals, strategic priorities, Annual Work Plans, and approved Budget(s). Ensures activities are in accordance with applicable legislative and regulatory requirements, the Bylaws and policies of the Regional District, organizational quality standards, and industry best practices. Ensures planned activities and delegation of work complies with the Collective Agreement.

5. Prepares, and/or oversees the preparation of, reports, briefs, statistical summaries, background documentation, and presentation materials required to support the Regional District Board and committees, as directed by the General Manager of Corporate Administration. Ensures reports and materials are prepared in accordance with organizational standards. At the direction of the General Manager of Corporate Administration, attends Board or committee meetings and provides input.

6. Ensures Technical Services Division's records management practices are performed in accordance with corporate records management policies, and as per the Records Information Management (RIM) Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Ensures records accurately reflect Division activities.

7. Performs core personnel management functions (e.g. recruitment and selection, training and development, performance management, Occupational Health & Safety, employee discipline, etc.), as per standardized Regional District human resource management practices and policies. Ensures personnel management activities are performed in accordance with the Collective Agreement.

8. Leads by example. Fosters performance and customer service excellence. Promotes a healthy and safe work environment. Promotes and demonstrates commitment to the organization's core values, and contributes to a positive organizational culture.

9. Maintains effective and appropriate working relationships with elected officials and external stakeholders (e.g. First Nations; local, provincial, and federal level governments; other public agencies; community and private sector organizations; service providers, etc.), in order to successfully accomplish Regional District objectives. Represents the Regional District at stakeholder led meetings, advisory committees, and ad hoc committees, as assigned and directed by the CAO. Collaborates with CAO and senior management team to identify, plan and implement Regional District led

stakeholder engagement opportunities in support of Regional District business, and to foster stakeholder and public relations. Participates in, leads, and/or facilitates Regional District led advisory or ad hoc committees, as directed by the CAO.

10. Serves on the Regional District's Emergency Operations Centre (EOC) team during drills, training, emergencies and disasters.

EDUCATION, EXPERIENCE & TRAINING:

1. Post-secondary education relative to services managed under this position.
2. Minimum three years' experience leading/managing IT and GIS related services in a local government environment.
3. Certification(s) relevant to the position considered an asset.
4. Experience in public engagement processes considered an asset.
5. Holds a valid BC Driver's License (Class 5).

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of local government core services and administration best practices.
2. Knowledge of applicable legislative and regulatory requirements.
3. Knowledge of local government asset management best practices.
4. Knowledge of network operating systems and peripheral devices, and Microsoft® Windows Operating Systems and Microsoft® Server environments.
5. Knowledge of applications associated with positional requirements (e.g. ESRI's ArcGIS, WordPress, Microsoft® Office Suite, AssetFinda, etc.).
6. Demonstrates strong project management, planning, organizational, and budgeting skills.
7. Demonstrates strong interpersonal and communication skills.
8. Demonstrates ability to lead, manage, direct, coach and mentor staff.
9. Demonstrates sound judgement, analytical, and problem-solving skills required to make good decisions.
10. Demonstrates ability to lead by example, and to foster teamwork and collaboration.
11. Demonstrates sound delegation skills required to achieve desired outcomes.
12. Demonstrates exceptional time management skills, and the ability to effectively manage and multi-task numerous projects.
13. Demonstrates a high degree of accuracy, and thoroughness, with a strong attention to detail.

14. Demonstrates a high degree of personal initiative, integrity, professionalism, and political sensitivity.

15. Demonstrates proficiency in writing/producing technical and analytical reports appropriate for varied audiences.

16. Demonstrates excellent trouble-shooting skills related to computer information systems, and the ability to effectively explain technical issues to non-technical people when providing end-user support and/or training.

17. Ability to lift, carry or organize equipment and supplies as required.

This position description has been designed to serve as a guide for the individual holding the position and for those managing and evaluating the work performed by this individual. It is in no way intended to include all the daily or ongoing tasks associated with the position, nor is it intended to be an all-inclusive list of required knowledge, skills and abilities. This position description also serves as a foundational human resource management tool and is used by the organization to support: recruitment and selection; performance planning, monitoring and evaluation; training and development; and succession planning processes. This position description will be reviewed from time-to-time, and is subject to change to meet the needs of the organization.

As an employee of the qathet Regional District, I embrace the mission, vision and core values of the organization. I have reviewed, and understand, the primary functions associated with this position, and commit to fulfilling these requirements to the best of my abilities. I understand that this is a general description of the duties and responsibilities and qualifications required for this position. As such, I understand and accept that I will be asked to perform other related duties as directed by my supervisor/manager.

Employee   _____   Date   _____

Manager   _____   Date   _____

CAO   _____   Date   _____

qathet
REGIONAL DISTRICT

Appendix D

Regional Board

Chief Administrative Officer

General Manager of Corporate Administration (Corporate Officer, Chief Election Officer)

- **Manager of Administrative Services**
  - Records Management Clerk
  - Receptionist / Clerk
  - Casuals
- **Manager of Communications**
  - Video Livestreaming Contractor
- **Manager of Information Technology**
  - GIS Technologist
  - Technical Services Clerk

General Manager of Financial Administration (Chief Financial Officer)

- **Manager of Financial Services**
  - Accountant (Supervisor)
  - Payroll & Benefits Administrator
  - Accounts Payable Clerk
  - Accounts Receivable Clerk

General Manager of Operational Services

- **Manager of Environmental Services**
  - Waste Diversion Supervisor
  - Scale House Attendants
  - Solid Waste Management Contractors
- **Manager of Assets and Capital Projects**
  - Parks and Properties Supervisor
  - Operational Services and Cemetery Clerk
  - Office Clerk
  - Labourers (Including Seasonal)
  - Summer Students
  - Campground Attendants
  - Texada Airport and Facilities Caretaker
  - Texada Island Airport Manager
  - Marine Services Wharfinger
  - Water and Wastewater System Operators

General Manager of Emergency Services

- **Manager of OH & S / Emergency Services Coordinator**
  - Emergency Planning Coordinator
  - FireSmart Coordinator
  - Fire Services Clerk
  - Savary Island Volunteer Fire Department Fire Chief & Firefighters
  - Northside Volunteer Fire Department - Fire Chief & Firefighters
  - Malaspina Volunteer Fire Department - Fire Chief & Firefighters
  - Lasqueti Volunteer Fire Department - Fire Chief & Firefighters

General Manager of Planning Services

- Planner