



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, February 23, 2017
SCRD Boardroom, 1975 Field Road

AMENDED AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Chief Administrative Officer – 2015-2018 Strategic Plan Update
(Voting – All Directors) Annex A
Pages 1-44

=>INSERT Corporate – Chief Administrative Officer Update pp. 44a-44e
3. Manager, Transit and Fleet – Transit Services Follow-Up Report
(Voting – B, D, E, F, DoS, ToG and SIGD) Annex B
pp. 45-55
4. General Manager, Planning and Community Development and
General Manager, Corporate Services / Chief Financial Officer –
Youth Programs, Recreation Programs and Youth Centres
(Voting – All Directors) Annex C
pp. 56-62
5. Senior Manager, Administration and Legislative Services –
Egmont/Pender Harbour Library Service
(Voting - All Directors) Annex D
pp. 63-66
6. Manager, Purchasing and Risk Management – Contracts between
\$20,000 and \$100,000
(Voting – All Directors) Annex E
p. 67
7. Manager, Financial Services – Parcel Tax Roll Review Panel
(Voting – All Directors) Annex F
pp. 68-69

COMMUNICATIONS

8. Columbia Institute
Regarding: 2017 Centre for Civic Governance Forum
(Voting – All Directors)

Annex G
p. 70

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with the *Community Charter Section 90 (1) (c) and (k)* – “labour relations or other employee relations” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

ADJOURNMENT



Sunshine Coast Regional District Board
2015-2018 Strategic Plan Review

Department:	Corporate - Chief Administrative Officer
Division:	

Vision: A community for all generations connected by our unique coastal culture, diverse economy and treasured natural environment.
Mission: To provide leadership and quality services to our community through effective and responsive government.
Values: Collaboration, Equity, Environmental Leadership, Respect and Equality and Transparency.

Below is a template to assist staff in highlighting and better organize accomplishments and goals aligned with the SCRD Board’s approved Strategic Plan.

Key Priorities	Objectives	2015 - 2016 Accomplishments	2017-2018 Goals
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional	Departmental and Divisional
Ensure Fiscal Sustainability	Update the current financial sustainability policy.	Updated the Sustainability Policy in 2016	Review all reserve levels and associated asset management plans to ensure long term financial viability of the organization.
			Review and update all rates and fees bylaws.
			Introduce corporate project management process to ensure projects are delivered on time and on budget.
	Create an integrated five-year service plan that incorporates all major plans.	1st - 5Yr Intergrated Service Plan adopted.	Adoption of Updated 5Yr Intergrated Service Plan
			Review of all Master Plans for relevance.
			Corporate Fleet Management Review.
	Align service levels with the sustainable funding policy.	Some services levels adopted and/or clarified.	Ensure all services have approved service levels.
			Communication of service levels.
			Integrate service levels into department work plans and budgets.
			Align the HR Plan accordingly.



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Embed Environmental Leadership	Define and articulate our environmental values.	Support the Board in defining the values through policy.	Identify and integrate into the organization the values and practices.
			Support internal staff initiatives.
	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	Sustainable Land Use Principles were adopted.	Work with member municipalities to strengthen and better coordinate regional development and growth to better manage natural resources.
			Ensure significant regional capital projects such as Chapman Lake and solid waste are implemented with environmental best practices.
Support Sustainable Economic Development	Approve and implement a regional economic development charter.	Charter and MOU with member municipalites was approved.	Implementation of Service Agreement.
		Board member selection.	Ensure public reporting of funds occurs.
		Significant work on Service Agreement.	
	Support existing community and economic development organizations.	Review of policy and practice of rural grant-in-aid program	Continue to review and support rural economic development activities.
			Ensure all policies are updated.
			Better and proactive communications with businesses with respect to building codes.
	Incorporate land-use planning and policies to support local economic development.		Ongoing OCP and zoning reviews and updates.



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Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations	Enhance our understanding of our First Nations' Cultures.	Participated in numerous culture awareness sessions.	Delivery of more cross culture experiences with elected officials and staff.
		Personally hired a culture advisor.	Authenticate SCRD policies and practices.
	Strengthen communication, planning and collaboration with the shíshálh Nation.	Engaged in discussions and awareness.	Review of existing Protocols and Agreement.
			Open discussions related to water governance and provision.
			Continue to create opportunities for respectful learning.
	Strengthen communication, planning and collaboration with the Skwxwú7mesh Nation.	Engaged in discussions and awareness.	Open discussions related to natural resource management on the Coast.
			Work towards a Protocol Agreement.
			Continue to create opportunities for respectful learning.
Facilitate Community Development	Collaborate with community groups and organizations to support their objectives and capacity		Partnership and Affiliation policy.
			Better define the role of the SCRD and supports.
			Support and integrate departments who work with volunteers.
	Increase, retain and celebrate the work of our volunteers.	Various training offered to volunteers.	Volunteer Program across all services.
			Corporate appreciation/recognition program.
			Long service awards for volunteers.



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Recruit, Retain and Acknowledge Staff and Volunteers	Be an "Employer of Choice".	BEST Training calendar.	Strengthen HR policies and practices.
		PEP Talks with staff (performance reviews)	Better understanding of Labour Management roles and responsibilities.
		Attracted and retained qualified new staff.	Support a healthy work / life balance with staff.
			Continue to support training and development opportunities.
	Celebrate the work of our staff.	Launched "On the Go with the CAO" series.	Continue with improvements and practices.
		Long Service Awards.	Implementation of the various HR recognition programs.
		Supported divisional team celebrations.	
		Introduction of cross functional team approach.	
		Continued staff survey.	
	Enhance succession planning.	Senior Leadership Team is initiated.	Ensure fair and clear processes for succession planning.
		Clarity for acting roles and responsibilities.	Leadership Forums continued.
			Align management competencies with the changes in the organization.



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Enhance Board Structure and Process	Enhance our governance policies, procedures and practices.	Review and changes of the Standing Committee	Continue with improvements to report writing skills.
		Review and changes of Advisory Committee	Continue with staff's professionalism.
		Enhanced Public Participation Program.	Enhanced communications with stakeholders with respect to process and alignment of services.
		Improved staff reports with concurrency sign off.	Work with local media for responsive and factual reporting.
		Staff training sessions for boardroom etiquette.	Continue to provide leadership for the service to the Board and community.