

**Department: Administration****Employee: Diane Smith****2023 Work Plan****Third Quarter Report**

The Chief Administrative Officer (CAO) leads, coordinates, and provides oversight for all District departments to ensure the District is accomplishing Council’s priorities and the public’s goals. Appointed by and reporting to Council, the CAO administers the business affairs of the municipality, oversees the senior management team, and directs the development and implementation of corporate policies and programs. The CAO liaises with local boards, commissions, agencies, other municipalities, and the provincial and federal governments.

<b>2023 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>ESTIMATED START/FINISH DATES</b>	<b>2023 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Succession Planning	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Continue to work with all departments to identify opportunities for succession planning.</li> </ul>	Ongoing	Assist all departments with succession planning efforts, paying close attention to possible retirement dates.
Housing	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Continue to pursue opportunities to support the development of senior, affordable, supported and assisted living housing options.</li> </ul>	Ongoing	We have met with Ministry of Housing and Ministry of Health to identify housing gaps in our community.
Dental Services	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Look for opportunities to attract new dentist(s) to town.</li> </ul>	Ongoing	Staff respond to inquires as they come in.
Internet Upgrades	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Applied for funding to upgrade our Internet Connectivity.</li> </ul>	Pending	Still waiting to hear if our funding applications are successful.
Northern Interior Rural Division of Family Practice	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Participate in the Primary Care Collaborative Community table</li> </ul>	Ongoing	This table helps develop and preserve collaborative relationships through open discussion and strategic dialogue.

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First Nations Relationship Building	Community & Social Development/ Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Continue to identify opportunities to enhance First Nations relationships and make progress on the specific Truth and Reconciliation Calls for Action identified for local governments.</li> </ul>	Ongoing	We continue to work towards fostering good working relationships with all First Nation partners.
Morfee Mountain Road	Economic Vitality	2023	<ul style="list-style-type: none"> <li>Completed the Licence of Occupation application that will enable the District to acquire tenure on the Morfee Mountain Road.</li> </ul>	Ongoing	Application is in the process of being reviewed by the Province.