

Corporate Services 2025 Departmental Overview

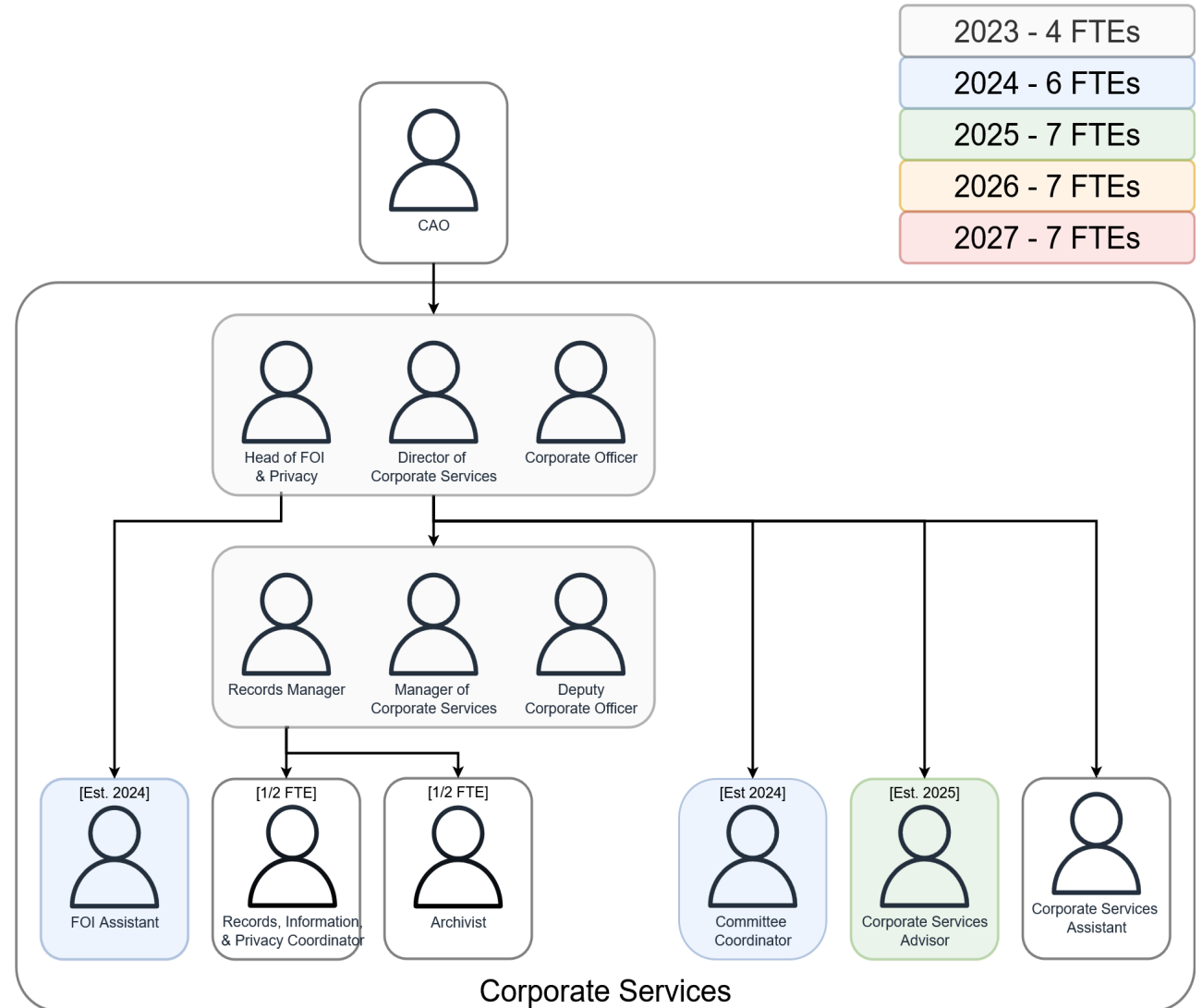
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Primary Services Provided

- Provide statutory compliance and guidance
- Support Governance
- Meeting management
- Manage corporate records program
- Administer corporate FOI and Privacy programs
- Lead Municipal Archives
- Conduct elections and assent voting
- Undertake historical research on corporate matters

Corporate Services Organizational Structure

- **Aligns with 2024-2027 Workforce Plan**
 - 7 FTEs
 - Includes 2 RPT positions
 - 1 FTE added in 2025
- **Current Workforce Plan**
 - No FTE requests in 2026
 - No forecasted requests in 2027

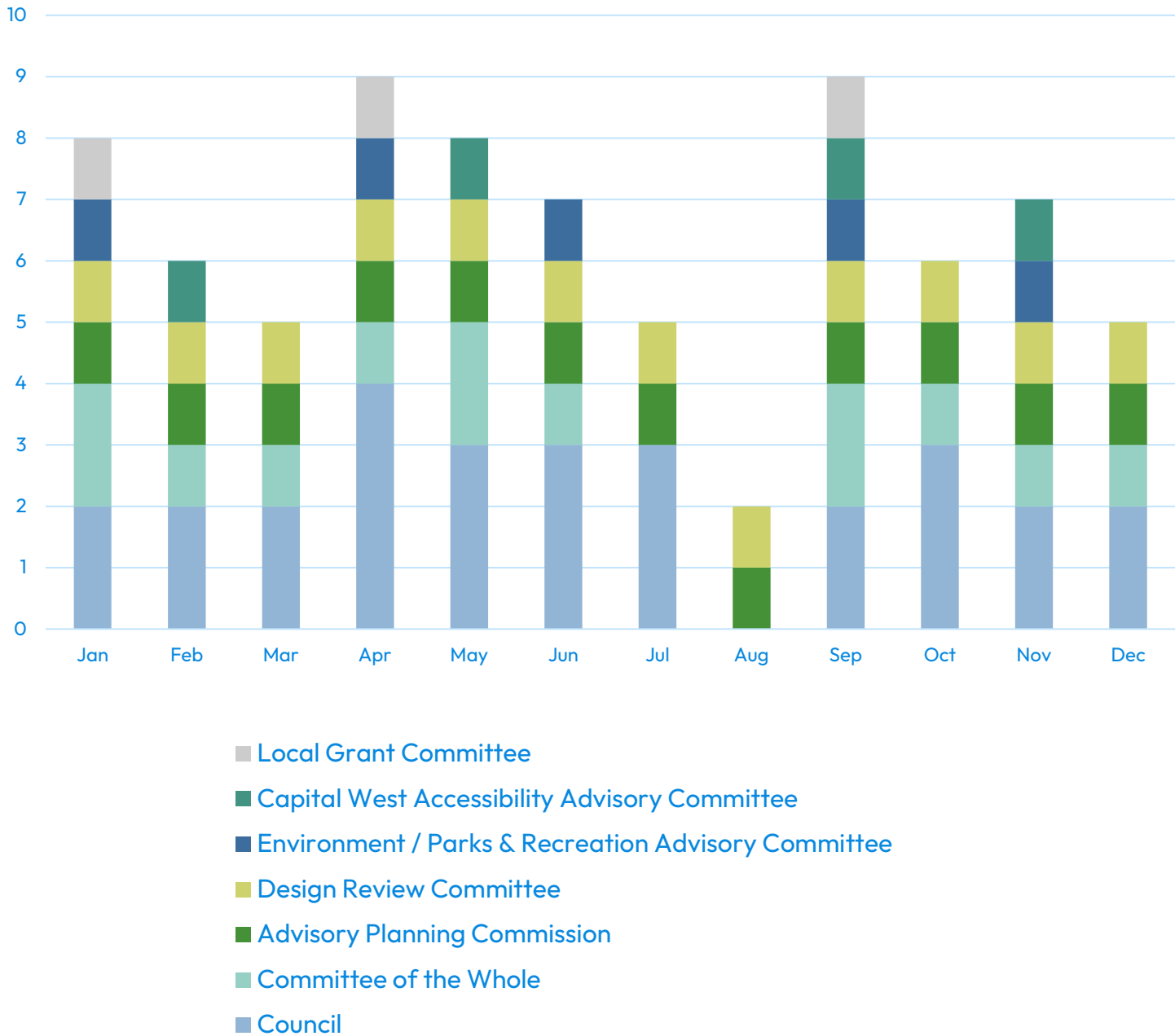


2025 Annual Meeting Schedule

77 meetings scheduled

- 5 - 9 meetings per month
- Excludes closed meetings
- Measured P2 meeting support at 13% of department staff time
 - P2 included Council recess

Esquimalt 2025 Meeting Schedule



Update: 2024 Rationale for Staff Increase

Position	Reason for Increase	Status
Committee Coordinator	Provides consistent administrative support to all Committees of Council (agendas & minutes), accessibility legislation, departmental research and clerical support, e-filing LTSA documents, backfill for EA, Commissioner for Taking Affidavits in BC	Established: 2024-05 Result: Successful Notes: Hired an experienced external candidate
FOI Assistant	Assists with administration of FOI requests, preparation of draft responses, preparation of the Privacy Management Program, audit, and staff training, supplementary records management support	Established: 2024-05 Result: In progress. Notes: Initial recruitment challenges delayed expected progress. Hired an experienced external candidate
Corporate Services Advisor	Provides assistance to Council, meetings (agendas, notices, minutes, resolution tracking, and meeting actions), support department research duties, backfill for EA, administer clerical statutory duties, facilitate bylaw reading process, Commissioner for Taking Affidavits in BC	Established: 2025-05 Result: Successful Notes: Internal candidate appointed and transitioned quickly to the new role and responsibilities

Update: 2024 Identified Risks

Identified Risk	Root-Cause Analysis	Status Update
Records and Information Management corporate compliance and capacity	Interdepartmental capacity	Remains an identified risk for the department (part time position) and broader corporate capacity challenges.
Outdated Privacy Management Program and suite of FIPPA regulations	Department Capacity	Policy program development and Corporate training in progress.
Challenges responding to emergent situations (e.g. changes to legislation)	Department capacity	Capacity grown: Council byelection completed by department staff in P1 2025 while maintaining daily operations
Coverage shortages for vacation, illness, turnover	Minimal backfill, cross-training, or reserve built into positions	With new FTEs, illnesses cause minimal daily interruptions. 2025 vacation carry over to 2026 will be reduced over previous years.
Department task volatility negatively influences execution of standardized work plans and yearly goal setting	Statutory requirements and required timelines and milestones	Increased number of staff combined with cross-training created reserve capacity currently capable of addressing average department volatility. Department is unable to respond to large unexpected increases in workload.
Lack of professional development, training, and conference attendance	Difficulty balancing workload	With new FTEs, all staff attended training in 2025 improving skillsets, building departmental capability, and improving efficiency
Difficulty recruiting and retaining staff	Challenging work environment	Low staff turnover, positive reputation, stronger response to posted vacancies
Difficulty future-planning and innovating	Leadership capacity	Delegation of administrative tasks is improving management capacity for new department initiatives and improvements

Discussion