



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Legislation Details (With Text)

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Title: 2023 Annual Report, Staff Report ADM-24-037

Sponsors:

Indexes:

Code sections:

Attachments: 1. 2023 Annual Report (draft)

Date	Ver.	Action By	Action	Result
6/24/2024	1	Council	approved as amended	Pass

TOWNSHIP OF ESQUIMALT STAFF REPORT

MEETING DATE: June 24, 2024

Report No. ADM-24-037

TO: Council

FROM: Tara Zajac, Manager of Communications

SUBJECT: 2023 Annual Report

RECOMMENDATION:

That Council adopt the 2023 Annual Report as attached to Staff Report No. ADM-24-037.

EXECUTIVE SUMMARY:

The Annual Report is the vehicle through which the organization reports to the public on their accomplishments from the previous year and the progress made on achieving Council’s strategic priorities for that year. New this year is a section outlining actions taken as part of the Township’s Climate Action Plan.

Preparation, notification, and public review of the 2023 Annual Report was conducted in accordance with the requirements outlined in the *Community Charter*. Council adoption of the report is a statutory requirement for all local governments.

BACKGROUND:

Under sections 98 and 99 of the *Community Charter*, Council must prepare an Annual Report for consideration by June 30 of each year. Prior to Council’s consideration of the Annual Report at an

open Council meeting, it must be available for public inspection for at least 14 days prior to the meeting, and notice of the date, time, and location of the meeting must be given in accordance with section 94 of the *Community Charter*.

The 2023 audited financial statements, previously approved by Council, form part of this Annual Report.

The 2023 Annual Report (attached) was prepared based on the mandatory items that must be included in the report as outlined in section 98 of the *Community Charter*. Public notice was published in the Victoria News, posted to the Township's website and public notice boards, and included the email subscription public notice distribution service in accordance with the Township's Public Notice Bylaw, 2024, No. 3136. The report was made available for public inspection on June 7, 2024, at municipal hall and electronically on the website.

ANALYSIS:

Adopting the Annual Report endorses the content and the report then becomes part of the official public record. Any amendments to the report will be completed before the final version is published. Publishing the report fulfills *Community Charter* requirements and provides public transparency.

OPTIONS:

1. That Council adopt the 2023 Annual Report as attached to Staff Report ADM-24-037.
2. That Council direct staff to amend the report and adopt the 2023 Annual Report as amended.

COUNCIL PRIORITY:

Good Governance and Organizational Excellence

FINANCIAL IMPACT:

Costs are very minimal and will be under \$500 for advertising and printing.

COMMUNICATIONS/ENGAGEMENT:

The 2023 Annual Report has been available for public inspection in paper and electronic formats since June 7, 2024, on the Township's website and a hard copy is available at Municipal Hall. Notice of its availability was advertised in the Victoria News, on our website, on the public notice boards, and included in the email subscription public notice distribution service. The adopted report will be available at Municipal Hall, on the Township's website, and will be retained in the permanent corporate records.

TIMELINES & NEXT STEPS:

Once adopted by Council the Annual Report will be posted to the Township's website and will be added to the permanent corporate records.

REPORT REVIEWED BY:

1. Vicki Gannon, Director of Human Resources and Community Relations
2. Ian Irvine, Director of Finance, Reviewed
3. Deb Hopkins, Director of Corporate Services, Reviewed
4. Dan Horan, Chief Administrative Officer, Concurrence

LIST OF ATTACHMENTS:

1. 2023 Annual Report