



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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PERIOD REPORT

DATE: January 5, 2018 Report No. ADM-18-002

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2017 Third Period Report
The following is a report on the activities pertaining to the CAO's Office from September 1, 2017 to December 31, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings of and reviewed reports, agendas and minutes of Council, COTW and In Camera meetings.

2. Operations

- Ongoing meetings to negotiate multiple agreements for final stages of Esquimalt Town Square; weekly staff meetings to ensure progress on site remediation; completion of contracts and agreements through legal review; extensive review and input to determine requirements for tenant improvements for new library space
 - Engaged realtor and facilitated the purchase of commercial property at 1237-1243 Esquimalt Road; oversee property management until demolition; coordinate next steps in preparation for public engagement on future use
 - Continuing liaison with Project Manager for McLouglin Point Wastewater Treatment Facility and Macaulay Point pump station improvement projects

- Labour relations issues included Grievance Committee hearing with IAFF - grievance was denied and matter is considered closed
- Preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; initial collective bargaining meeting held December 5th for exchange of proposals with next dates set for January 17 and 22
- Attended information meeting with District of Saanich and user groups on future significant cost increases for fire dispatch service; meetings and research on alternative options for fire dispatch services is ongoing at this time
- Review and input to Esquimalt Road Urban Design Guidelines draft documents
- Initial meetings with new President of Esquimalt Chamber of Commerce to discuss participation in upcoming community engagement for amenity funds
- Participated in two day CRD Regional Growth Strategy mediation
- Review and approval of public communication materials

3. Other

- **Regular meeting attendance and participation:**
 - CAO/Mayor - weekly
 - Senior Leadership group - weekly
 - Esquimalt Town Square status/updates - weekly
 - GVLRA Board - monthly
 - Local Area Administrators - quarterly
 - CUPE Labour Management - quarterly
 - Emergency Planning Committee - semi annual
- **Special Events:**
 - Employee Long Term Service Presentation Event
 - Local Government Management Association: Effective Fire Service Administration - co-presented at weekend workshop in Smithers
 - United Way Campaign - Leadership Chair
- **Training/Workshops/Seminars:**
 - Building Effective Teams - Roles, Responsibilities, Tips and Tools for an Optimal Workplace
 - UBCM Annual Conference - Vancouver

II. COMMITTEES

- CAO is not appointed to any internal committees, but does sit on the following:
 - Regional Emergency Management Partnership Steering Committee
 - Administrative Committee - GVLRA
 - Administrative Committee - Police Framework Agreement