



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Legislation Details (With Text)

File #: 21-373 **Version:** 1 **Name:**
Type: Staff Report **Status:** Passed
File created: 6/28/2021 **In control:** Council
On agenda: 7/5/2021 **Final action:** 7/5/2021
Title: Appointment of Corporate Officer, Staff Report No. ADM-21-015

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
7/5/2021	1	Council	approved	Pass

REQUEST FOR DECISION

DATE: June 28, 2021 Report No. ADM-21-015
TO: Laurie Hurst, Chief Administrative Officer
FROM: Vicki Gannon, Director of Corporate Services and Human Resources

SUBJECT:
Appointment of Corporate Officer

RECOMMENDATION:

That Council approve, effective July 5th, 2021, the following appointments for Debra Hopkins, Manager of Corporate Services:

- Corporate Officer pursuant to s. 148 of the Community Charter;
- Deputy Business Licence Officer pursuant to the Township’s Business Licence and Regulation Bylaw, 2013, No. 2810; and,
- Alternate Secretary for the Board of Variance, pursuant to the Township’s Board of Variance Bylaw, 2014, No. 2831.

RELEVANT POLICY:

Community Charter
Officers Bylaw, 2011, No. 2777
Business Licence and Regulation Bylaw, 2013, No. 2810
Board of Variance Bylaw, 2014, No. 2831

STRATEGIC RELEVANCE:

This Report is not directly related to any specific Council priority.

BACKGROUND:

Pursuant to s. 148 of the Community Charter, Council must, by resolution, appoint a Corporate Officer for the Township. A recruitment process has been completed for the Manager of Corporate Services position. Debra Hopkins was the successful candidate and is starting with the Township of Esquimalt on July 5th, 2021. The position reports to Vicki Gannon, Director of Corporate Services and Human Resources.

ISSUES:

1. Rationale for Selected Option
The Community Charter and the Township's Bylaws specify that the three appointments, being the Corporate Officer, Deputy Business Licence Officer and Alternate Secretary for the Board of Variance, are to be approved by Council resolution.
2. Organizational Implications
The new staff appointments are to be effective July 5th, 2021.
3. Financial Implications
There are no financial implications.
4. Sustainability & Environmental Implications
There are no sustainability or environmental implications.
5. Communication & Engagement
The website and internal communication tools will be updated to reflect the appointments.

ALTERNATIVES:

1. That Council approve, effective July 5th, 2021, the following appointments for Debra Hopkins, Manager of Corporate Services:
 - Corporate Officer pursuant to s. 148 of the Community Charter;
 - Deputy Business Licence Officer pursuant to the Township's Business Licence and Regulation Bylaw, 2013, No. 2810; and,
 - Alternate Secretary for the Board of Variance, pursuant to the Township's Board of Variance Bylaw, 2014, No. 2831.
2. That Council provide alternative direction to staff.