



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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PERIOD REPORT

DATE: September 11, 2018 Report No. ADM-18-026

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2018 Second Period Report
The following is a report on the activities pertaining to the CAO's Office from May 1, 2018 to August 31, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

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

2. Operations

- Ongoing overview of Esquimalt Town Square; review of library design details, offsite development costs and overall progress of development with senior leadership team
- Continued to liaise with property manager for 1237-1243 Esquimalt Road until demolition; demolition now complete
- Continued with coordination of regional council orientation and in house training to follow local government elections in October
- Finalized contract with four other municipalities on transition of fire dispatch service from Saanich to Surrey; transition date now set in September
- Community consultation on McLoughlin amenity funds continued over the summer as

phase 2; working group will review results in September

- Worked with Emergency Management BC staff as a member of the Regional Emergency Management Partnership on the concept of operations process; attended Regional Concept of Operations Engagement Workshop with regional emergency planners and stakeholders to further develop concept of operations
- Attended and participated in preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; active bargaining occurred May 3 and 4 with additional dates set for September; agreement at the joint table has yet to be reached; agreement at local table for Esquimalt was achieved
- Met with Framework Agreement Administrative Committee to discuss 2018 resourcing requests from VicPD, no resolution achieved to date; met with consultants engaged for the Provincial Review of the Framework Agreement and outstanding 2018 resource requests in conjunction with Victoria City Manager
- Attended meetings of the Regional Integrated Police Units Working Group with the Mayor as well as a session specific to regional CAOs
- Prepared information sheet for LGMA's recently published *Elected Officials Orientation Resource Toolkit* which features Esquimalt as a 'Spotlight Community'; collaborated and contributed to the LGMA Tip Sheet - *Talking to elected officials about learning*
- Discussed various topics with senior staff to provide strategic input: potential housing development at 867 Lampson, logistics for media event with Minister Duclos, initial planning for potential C2C forums, DND lands jurisdiction and various complex development projects in the community
- Conducted performance review and confirmation for Executive Assistant to Mayor and CAO
- Participated in grievance meetings; 2 for IAFF and 1 for CUPE; one grievance remains outstanding with IAFF
- Review and approval of corporate public communication materials

3. Other

- **Regular meeting attendance and participation:**
 - CAO/Mayor - weekly
 - Senior Leadership group - weekly
 - GVLRA Board - monthly
 - Te'mexw Treaty Advisory Committee - monthly
 - Local Area Administrators - quarterly
 - CUPE Labour Management - quarterly
 - Emergency Planning Committee - semi annually
- **Special Events:**
 - Base/Township luncheon attended in May
 - Accepted invitation to be a mentor for University of Victoria School of Public Administration MPA program; mentoring sessions included Professional Integrity in Public Administration, Moving to New Organizations and Embracing Leadership Turnover and Rounding Out and Elevating Competencies: Filling Gaps and Developing as Leaders Over a Career
 - Panel speaker at LGMA Administrative Professionals Workshop - *What to Expect During an Election*

- Participated in Big Bike ride for Heart and Stroke Foundation
- **Training/Workshops/Seminars:**
 - Regional Concept of Operations Engagement Workshop

II. **COMMITTEES**

- CAO is appointed to and participates on the following committees:
 - Internal
 - McLoughlin Amenity Funds Working Group
 - External
 - Regional Emergency Management Partnership Steering Committee
 - Administrative Committee - GVLRA
 - Administrative Committee - Police Framework Agreement