



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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PERIOD REPORT

DATE: May 22, 2018 Report No. ADM-18-017

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2018 First Period Report

The following is a report on the activities pertaining to the CAO's Office from January 1, 2018 to April 30, 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; staff meetings to ensure completion of on site remediation; interpretation of contracts and agreements, facilitate legal review as necessary; ongoing discussions regarding library design
- Continue to oversee property management of 1237-1243 Esquimalt Road until demolition; public engagement on future use is now entering phase 2
- Continuing liaison with Project Manager for McLoughlin Point Wastewater Treatment Facility and Macaulay Point pump station improvement projects; coordinated feedback for Macaulay Point design project
- Commenced organization of regional council orientation to follow local government

elections in October; venue and speakers are booked and invitations to other municipalities in the region have been issued

- Facilitated annual Strategic Plan update session including initial development of topical subjects; organized and facilitated senior leadership group update of Operational Strategies adopted by Council February 26
- Worked with four other municipalities to review, develop, issue and evaluate joint request for proposals for fire dispatch services; Council approved contract award March 12; ongoing work with the group on transition of service from Saanich to Surrey
- Participated as member of the working group for community consultation on McLoughlin amenity fund; phase 1 input completed and presented to Council; currently working with project group on launch of phase 2 consultation
- Met with Provincial regulatory staff in regard to site specific building regulations, timelines for development and general process discussion
- Completed annual Employee Development and Work Plans with all senior leadership staff
- Participated as a member of the Administrative Committee for the Framework Agreement to discuss and attempt resolution on budget issues for additional resource requests; no resolution at Committee and now issue resides with Director of Police Services for decision
- Extensive review and input on format and structure of the draft Official Community Plan for review by Council
- Worked with Emergency Management BC staff as member of Regional Emergency Management Partnership on concept of operations process
- Attended and participated in preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; active bargaining began January 17 and continued May 3 and 4; agreement at the joint table has yet to be reached
- Discussed various topics with senior staff to provide strategic input: private use of public lands, tourism advertising, staffing positions/personnel issues, legalization of cannabis, budget development, communication and marketing, various development proposals
- Participated in various grievance meetings; one grievance remains outstanding with IAFF union
- Review and approval of corporate 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
 - Te'mexw Treaty Advisory Committee - monthly
 - Local Area Administrators - quarterly
 - CUPE Labour Management - quarterly
 - Emergency Planning Committee - semi annually
- **Special Events:**
 - 2018 CAO Forum - presented as panel member - New Council Orientations
 - Annual Esquimalt Emergency Program Stakeholder Forum

- **Training/Workshops/Seminars:**
 - Improving the Effective Team - facilitated session for senior leadership team
 - Annual Young Anderson Law Seminar
 - Rapid Damage Assessment training
 - Tabletop exercise Ammonia Exposure Control Plan
 - Emergency Operations Centre Essentials - attended 2 day training workshop as refresher course

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