



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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PERIOD REPORT

DATE: January 3, 2019 Report No. ADM-19-002
TO: Mayor and Council
FROM: Laurie Hurst, Chief Administrative Officer
SUBJECT: CAO - 2018 Third Period Report

The following is a report on the activities pertaining to the CAO's Office from September 1, 2018 to December 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

- Continued bargaining with CUPE through GVLRA, ratification achieved for 2017 - 2020 term; participated in bargaining preparations for IAFF, no agreement achieved at this time, further dates set later this month.
- Prepared and distributed materials in response to candidate inquiries for information as necessary through the election period
- Facilitated the coordination of regional orientation sessions for newly elected and returning Councillors
- Prepared materials for and facilitated in house orientation sessions for newly elected

and returning Councillors; development processes, conflict of interest, police and fire history, Framework Agreement; orientation tour; strategic planning sessions and operational processes such as agenda preparation

- Facilitated regional orientation sessions for newly elected and returning Councillors
- Monitored progress of Esquimalt Town Square development including meetings with Greater Victoria Public Library on library design; review of Advicas costing estimates for library tenant improvements and meetings with Aragon in regard to costs, construction timelines and contract strategies
- Met with new Superintendent of Schools, Shelley Green for general discussion and introduction
- Met with senior staff to provide input and/or direction on various issues including request for proposals on 880 Fleming Street; various high level bylaw issues; communications with candidates and incumbents during election period
- Continued with working group and consultants on McLoughlin amenity fund public consultation Round 2 including regular meetings and analysis of consultation results in preparation for January Committee of the Whole
- Numerous meetings in regard to Framework Agreement interpretation and budget as part of formal Administrative Committee and also with City of Victoria
- Various labour issues including IAFF and CUPE grievance hearings; succession planning; review of departmental efficiencies and teambuilding requirements; review and update of job description for Communications Specialist due to retirement
- Review and approval of corporate 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**
 - Leadership Chair for United Way campaign; kickoff barbeque and chili cookoff
 - Tour de Rock arrival event at Archie Browning Sports Centre
 - LGMA Council/Board-Staff Relations CAO Focus Group
 - Liaison meeting with the Urban Development Institute
 - Long term service event for Township employees
- **Training/Workshops/Seminars**
 - University of Victoria School of Public Administration: Research & Practice Forum; Complaint System Design for the Public Sector, Trends and Innovations
 - International Council for Local Environmental Initiatives workshop
 - Emergency Operations Centre training and review and tabletop exercise

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
 - GVLRA Administrative Committee
 - Police Framework Agreement Administrative Committee