



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Details (With Text)

**File #:** 19-425      **Version:** 1      **Name:**  
**Type:** Period Report      **Status:** Agenda Ready  
**File created:** 9/10/2019      **In control:** Special Committee of the Whole  
**On agenda:** 9/16/2019      **Final action:**  
**Title:** CAO - 2019 Second Period Report, Staff Report ADM-19-028  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

## PERIOD REPORT

**DATE:** September 10, 2019      Report No. ADM-19-028  
**TO:** Mayor and Council  
**FROM:** Laurie Hurst, Chief Administrative Officer  
**SUBJECT:** CAO - 2019 Second Period Report

The following is a report on the activities pertaining to the CAO's Office from May 1, 2019 to August 31, 2019.

### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

#### **1. Legislative**

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

#### **2. Operations**

- Continued with consultant and legal counsel to finalize all agreements for Esquimalt Town Square development and construction contracts with Aragon for library tenant improvements and other shared infrastructure
- Work on McLoughlin Amenity Fund consultation and conceptual plans continued with presentation to Committee of the Whole on August 26 and further consultation through open houses planned for September
- As member of the Regional Emergency Management Partnership Steering Committee, continued work on progressing the regional concept of operations including sign off by all municipalities and preparation for a regional exercise of the governance model to occur in

## October

- Concluded work and advised property owner and office of the Ombudsperson's office in regard to a bylaw enforcement matter
- Provided information and participated in discussion with Victoria and Esquimalt Police Board and Police Services staff in regard to Township position on Framework Agreement; met with VicPD staff to discuss possible improvements to the budget process; and introductory meeting with newly appointed Police Board member
- Participated in interviews and provided content for the Local Government Management Association's latest publication: *Building Strong Relations: Elected - Staff Resource Kit* to be launched in September
- Met with representatives from Union of BC Municipalities to discuss issues relevant to the Township including access to various grant funding
- Reviewed, with other partners, Fire Mutual Aid Agreement from 1982, to discuss negotiation of updated agreement
- Provided a number of templates and documents to Esquimalt First Nation staff to assist and support the orientation process for newly elected officials subsequent to an in depth meeting and discussion
- Met with senior staff to provide input and/or direction on various issues including negotiations on 880 Fleming Street; private use of municipal property; development of corporate communication strategy; and input to climate action report
- Various labour issues including medical leave reports; grievance process; recruitment process for Assistant Chief and Finance Manager; input on ongoing WorkSafe BC claim
- Review and approval of all corporate communication materials prior to publishing

## 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**
  - Annual Esquimalt Emergency Stakeholders Forum
  - REMP Policy Group meeting to endorse Regional Concept of Operations
  - Greater Victoria Labour Relations Association strategic planning and succession planning sessions
  - Was awarded the Professional Service Award in Leadership from the Local Government Management Association of BC
  - Retirement event(s) for Anja Nurvo after 8 years as the Township's corporate officer
- **Training/Workshops/Seminars**
  - Pacific Business Law Institute - Local Government Law Seminar

## 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 Working Group
    - Police Framework Agreement Administrative Committee