



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Legislation Details (With Text)

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PERIOD REPORT

DATE: December 24, 2019 Report No. ADM-20-001
TO: Mayor and Council
FROM: Laurie Hurst, Chief Administrative Officer
SUBJECT: CAO - 2019 Third Period Report

The following is a report on the activities pertaining to the CAO's office from September 1, 2019 to December 31, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

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

2. Operations

- Collaborated with South Island Prosperity Project on next phase of Esquimalt Economic Development Assessment and Business Investment Roadmap including input and review of request for proposals and selection of successful consultant
- Worked with consultant, Aragon, architects and legal counsel to finalize library tenant improvement contract; review of costs and cost sharing agreements; process for art walk and subsequent updates to existing agreements
- As member of Regional Emergency Management Partnership (REMP) Steering Committee participated in joint session with Integrated Partnership for Regional Emergency Management in the Metro Vancouver region (IPREM) to inform and discuss the submission that

will be made to provide comment and feedback to the updating of the Emergency Program Act

- Established the Public Safety Building Working Group to facilitate the process for allocation of the McLoughlin Amenity Funds and monies allocated for this project
- Continued discussions with VicPD, City of Victoria and Victoria and Esquimalt Police Board on improvements to processes, clarity of intent and performance metrics in regard to the Framework Agreement
- Ongoing meetings and discussions with wastewater treatment project lead Dave Clancy to review outstanding agreement requirements
- Involved with various labour management issues including recruitment processes for financial manager and assistant fire chief positions
- Met with senior staff to provide input and/or direction on various issues including transition in Corporate Services for retirement of Director; various operational and capital budget development and amenity fund processes

3. Other

- **Regular meeting attendance and participation:**
 - CAO/Mayor - weekly
 - Senior Leadership group - weekly
 - Esquimalt Town Square Working Group - weekly
 - Public Safety Building Working Group - weekly
 - Director of Corporate Services and Corporate Officer - biweekly
 - GVLRA Board - monthly
 - Te'mexw Treaty Advisory Committee - monthly
 - Victoria City Manager - bimonthly
 - VicPd Chief Constable - quarterly
 - 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
 - Annual meeting of the Esquimalt/Urban Development Institute Liaison group
 - Meeting with FCM delegation of CAOs from Jordan to discuss professional development and training programs
 - Long Term Service Employee Recognition Presentation
 - Received 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
 - Annual kickoff event for United Way as Leadership Chair for the Esquimalt campaign
- **Training/Workshops/Seminars**
 - Pacific Business Law Institute - Local Government Law Seminar

- How to Build Better Teams Through our Day-to-Day Actions: Tips and Tools for a Productive Workplace - Marli Rusen

II. **COMMITTEES**

- CAO participates on the following committees:
 - Internal
 - McLoughlin Amenity Funds Working Group
 - Public Safety Building Working Group
 - External
 - Regional Emergency Management Partnership Steering Committee
 - GVLRA Administrative Working Group
 - Police Framework Agreement Administrative Committee