



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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PERIOD REPORT

DATE: May 3, 2016 Report No. ADM-16-012
TO: Mayor and Council
FROM: Laurie Hurst, Chief Administrative Officer
SUBJECT: CAO - 2016 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2016 to April 30, 2016.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings of and reviewed all reports, agendas and minutes for Council, COTW and In Camera meetings of Council

2. Operations

- Continued work with staff and consultant to ensure progress forward on Esquimalt Village Project; negotiations ongoing with selected development partner and GVPL to ensure all necessary documents and agreements in place; ongoing coordination of staff and resources to ensure all aspects of this significant project are considered
- Ongoing participation for wastewater treatment process including all Westside Select Committee meetings; Westside CAO meetings; joint Eastside/Westside Chair and CAO meetings; review and monitor all Core Area Liquid Waste Management Committee reports and meetings; provide advice and input to staff for both technical and communications committee participation

- Organization and facilitation of Council's strategic planning session; extensive work on completion of the strategic priorities and operational strategies subject to Council, staff, advisory committee and public input; incorporation and development of operational strategies with senior leadership team; preparation of staff report and presentation to Council for approval
- Review and participate in financial plan deliberations; provide strategic and operational oversight with senior leadership team in budget and tax rate development
- Participation in a number of complex human resource issues and processes including exit strategy, job evaluations and participation in grievance proceedings as required
- Reviewed results achieved on 2015 Development and Work Plans with senior management; reviewed and approved 2016 Development and Work Plans with senior management
- Facilitate planning for Community to Community forum; attendance at forum and input into final reporting
- Participation on Greater Victoria Labour Relations Administrative Committee and Selection Committee; work included posting of manager position, review of submissions, shortlisting, develop of questions and evaluation criteria
- Ongoing participation with Administrative Committee under the Police Framework Agreement including regular conference calls to check in and monitor progress
- Review and approval of public communications
- Provided ongoing administrative and strategic advice to senior leadership team

3. Other

- **Regular attendance and participation:**
 - CAO/Mayor meetings - weekly
 - Township Senior Leadership meetings - weekly
 - Westside CAO meetings - weekly - discontinued March
 - Westside Wastewater Treatment and Resource Recovery Select Committee - monthly - discontinued March
 - Westside/Eastside Chair/CAO meetings - monthly - discontinued March
 - GVLRA Board meetings - monthly
 - GVLRA Administrators meetings - minimum monthly, weekly during participation on Selection subcommittee
 - Local Area Administrators meetings - quarterly
 - CUPE Labour Management meetings - quarterly
 - Emergency Planning Committee meetings - annual or semi annual
- **Special Events:**
 - PFM Economic Update
 - Forum on Sewage Treatment Hosted by the Westside Select Committee on Wastewater Treatment and Resource Recovery
 - Earth Day celebration High Rock Park
 - Open house event hosted by Aragon for Esquimalt Village Project
 - Esquimalt Emergency Stakeholder meeting and presentations
- **Training/Workshops/Seminars:**
 - LGMA CAO Forum - attended and participated as presenter - CAO Performance

Measurement

- Young Anderson Local Government Law Seminar
- **Operational Meetings:**
 - Multiple meetings with Aragon, Greater Victoria Public Library, Justice Institute, architects, staff and consultant as part of moving forward with Esquimalt Village Project
 - Meetings with external groups including Habitat for Humanity
 - Staff meetings to assist in coordinating Community to Community Forums and input for funding reports; drafting of visioning statement options; preparation for Official Community Plan workshops
 - Administrative Committee - Police Framework Agreement - regular status update meetings for ongoing initiatives
 - Various meetings with Corporate Services and Finance staff to review budget

II. **COMMITTEES**

- No requirement during this period