



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Details (With Text)

**File #:** 17-216      **Version:** 1      **Name:**  
**Type:** Staff Report      **Status:** Passed  
**File created:** 5/17/2017      **In control:** Council  
**On agenda:** 6/26/2017      **Final action:** 6/26/2017  
**Title:** 2016 Annual Report, Staff Report ADM-17-015  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Draft 2016 Annual Report

Date	Ver.	Action By	Action	Result
6/26/2017	1	Council	approved	Pass

## REQUEST FOR DECISION

**DATE:** May 17, 2017      Report No. ADM-17-015  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Anja Nurvo, Director of Corporate Services

**SUBJECT:**  
2016 Annual Report

### RECOMMENDATION:

That Council adopt the Township of Esquimalt 2016 Annual Report as attached to Staff Report ADM-17-015.

### RELEVANT POLICY:

Section 98 of the *Community Charter*  
Council's Strategic Priorities Report 2015-2019

### STRATEGIC RELEVANCE:

Annual Report to the public on meeting Council's strategic priorities and staff's operational strategies.

### BACKGROUND:

Section 98(1) of the *Community Charter* requires that before June 30<sup>th</sup> of each year, Council must prepare an Annual Report and make the Report available for public inspection. The mandatory items to be included in the Annual Report are set out in Section 98(2) which include:

- (a) the audited annual financial statements

- (b) tax exemptions and the amount of property taxes that would have been imposed
- (c) a report respecting municipal services and operations
- (d) a progress report in relation to the objectives and measures established for that year
- (e) a statement of municipal objectives, the measures that will be used to determine progress respecting those objectives for the current and next year, and
- (f) any other information the council considers advisable.

Section 99 of the *Community Charter* requires that the Council must annually consider, at a Council meeting or other public meeting, the Annual Report and any submissions and questions from the public. The Annual Report must be made available for public inspection at least 14 days prior to the meeting, and Council must be notice of the date, time and place of the annual meeting.

The Annual Report, attached, was prepared based on the mandatory items that must be included in the Report. A public notice was published in the Victoria News on May 31<sup>st</sup> and June 7<sup>th</sup>, posted on the Township's website and on the notice board at Municipal Hall, and has been made available to the public for review since June 12<sup>th</sup>, in hard copy at Municipal Hall and electronically on the website.

## ISSUES:

### 1. Rationale for Selected Option

The preparation, notification, public review and adoption of the 2016 Annual Report is in compliance with the requirements of the *Community Charter*.

### 2. Organizational Implications

The Annual Report is the means by which local governments report to the public on their accomplishments the previous year, in particular on meeting Council's strategic priorities for that year.

### 3. Financial Implications

There are no financial implications. The audited financial statements for 2016 form part of the Annual Report.

### 4. Sustainability & Environmental Implications

There are no sustainability or environmental implications.

### 5. Communication & Engagement

The Annual Report has been posted on the Township's website and made available for public review since June 12<sup>th</sup>, 2017. Notice of its availability has been advertised in Victoria News, on our website and on the Municipal Hall notice board. Once approved, the finalized Annual Report will be available at Municipal Hall and through our website and will form part of the Township's permanent corporate records.

## ALTERNATIVES:

1. That Council adopt the Township of Esquimalt 2016 Annual Report as attached to Staff Report ADM-17-015.
2. That Council direct amendments to the 2016 Annual Report and adopt the Annual Report as amended.