



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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PERIOD REPORT

DATE: September 12, 2017 Report No. ADM-17-019

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2017 Second Period Report

The following is a report on the activities pertaining to the CAO's office from May 1, 2017 to August 31, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

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

2. Operations

- Continued progress on Esquimalt Town Square development; facilitate review and updating of agreements for land transfer and library construction; weekly review of progress and status of contracts, site remediation and library design
- Continued communication and follow up with Project Manager and Project Board on McLoughlin Point Wastewater Treatment facility including meetings to establish Liaison Committee and Working Group; review of traffic management strategies; process for

Macaulay Point improvements

- Various human resource issues and processes including grievance meetings; successful recruitment process for Mayor/CAO Executive Assistant; Corporate Services long term and succession planning
- Participate in initial meetings in preparation for collective bargaining as member of Greater Victoria Labour Relations Administrative Committee
- Ongoing meetings in regard to next steps and impact for Police Framework agreement as a result of the recent Efficiency Review
- Meetings with partnership staff and committee co-chair to provide input for Regional Emergency Management Partnership in regard to budget clarification, vision, strategy and next steps
- Review and approval of all public communications
- Provided ongoing administrative and strategic advice to senior leadership team
- Participation on the Regional Emergency Management Partnership Steering Committee including review of budgets and resources to progress Strategic Plan objectives

3. Other

- **Regular attendance and participation:**

- CAO/Mayor meetings - weekly
- Township Senior Leadership meetings - weekly
- Esquimalt Town Square leadership group - weekly
- GVLRA Board meetings - monthly
- GVLRA Administrators meetings - monthly
- Local Area Administrators meetings - quarterly
- CUPE Labour Management meetings - quarterly
- Emergency Planning Committee meetings - annual or semi annual

- **Special Events:**

- Attended the Esquimalt Emergency Stakeholder Meeting and Workshop
- Presented as a panel member at the Fire Chiefs Association of BC AGM and Education Summit in Vernon on the Provincial Playbook from a municipal administrative perspective
- Participated and assisted at the OCP Housing Workshop; attended the OCP Open House
- Esquimalt Road Urban Design Guidelines workshop

- **Training/Workshops/Seminars:**

- *no educational opportunities this period*

- **Operational Meetings:**

- Meetings with staff, consultant and legal counsel as part of moving forward with Esquimalt Town Square Project, remediation and servicing
- Review of Audit Findings Report with KPMG and Director of Financial Services
- Attend and provide input/direction in regard to Esquimalt Road Urban Design Guidelines, Affordable Housing Workshop; Asset Management strategies; Canada 150 grant events; various public communications prior to release; electronic records management; Gorge Waterway issues

- Interdepartmental Development Project meetings for various projects

II. **COMMITTEES**

- CAO is not appointed to any internal committees, but does sit on the following:
 - Regional Emergency Management Partnership Steering Committee
 - Administrative Committee - Police Framework Agreement
 - Administrative Committee - Greater Victoria Labour Relations Committee