



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Text

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## PERIOD REPORT

**DATE:** May 22, 2018

Report No. ADM-18-017

**TO:** Mayor and Council

**FROM:** Laurie Hurst, Chief Administrative Officer

**SUBJECT:** CAO - 2018 First Period Report

The following is a report on the activities pertaining to the CAO's Office from January 1, 2018 to April 30, 2018.

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

#### **1. Legislative**

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

#### **2. Operations**

- Ongoing overview of Esquimalt Town Square; staff meetings to ensure completion of on site remediation; interpretation of contracts and agreements, facilitate legal review as necessary; ongoing discussions regarding library design
- Continue to oversee property management of 1237-1243 Esquimalt Road until demolition; public engagement on future use is now entering phase 2
- Continuing liaison with Project Manager for McLoughlin Point Wastewater Treatment Facility and Macaulay Point pump station improvement projects; coordinated feedback for Macaulay Point design project
- Commenced organization of regional council orientation to follow local government elections in October; venue and speakers are booked and invitations to other municipalities in the region have been issued
- Facilitated annual Strategic Plan update session including initial development of topical subjects; organized and facilitated senior leadership group update of Operational Strategies adopted by Council February 26
- Worked with four other municipalities to review, develop, issue and evaluate joint request for proposals for fire dispatch services; Council approved contract award March 12; ongoing work with the group on transition of service from Saanich to Surrey
- Participated as member of the working group for community consultation on McLoughlin amenity fund; phase 1 input completed and presented to Council; currently working with project group on launch of phase 2 consultation

- Met with Provincial regulatory staff in regard to site specific building regulations, timelines for development and general process discussion
- Completed annual Employee Development and Work Plans with all senior leadership staff
- Participated as a member of the Administrative Committee for the Framework Agreement to discuss and attempt resolution on budget issues for additional resource requests; no resolution at Committee and now issue resides with Director of Police Services for decision
- Extensive review and input on format and structure of the draft Official Community Plan for review by Council
- Worked with Emergency Management BC staff as member of Regional Emergency Management Partnership on concept of operations process
- Attended and participated in preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; active bargaining began January 17 and continued May 3 and 4; agreement at the joint table has yet to be reached
- Discussed various topics with senior staff to provide strategic input: private use of public lands, tourism advertising, staffing positions/personnel issues, legalization of cannabis, budget development, communication and marketing, various development proposals
- Participated in various grievance meetings; one grievance remains outstanding with IAFF union
- Review and approval of corporate public communication materials

### 3. Other

- **Regular meeting attendance and participation:**
  - CAO/Mayor - weekly
  - Senior Leadership group - weekly
  - Esquimalt Town Square status/updates - 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:**
  - 2018 CAO Forum - presented as panel member - New Council Orientations
  - Annual Esquimalt Emergency Program Stakeholder Forum
- **Training/Workshops/Seminars:**
  - Improving the Effective Team - facilitated session for senior leadership team
  - Annual Young Anderson Law Seminar
  - Rapid Damage Assessment training
  - Tabletop exercise Ammonia Exposure Control Plan
  - Emergency Operations Centre Essentials - attended 2 day training workshop as refresher course

## II. COMMITTEES

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