



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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Legislation Text

File #: 16-358, Version: 1

PERIOD REPORT

DATE: September 12, 2016

Report No. ADM-16-021

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2016 Second Period Report

The following is a report on the activities pertaining to the CAO's office from May 1, 2016 to August 31, 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 Town Square development; negotiations with selected development partner and Greater Victoria Public Library to ensure all necessary documents and agreements in place; participation in Library Design Workshop; facilitate process to hire consultant to act as Owner Representative on library construction contract; meeting with Justice Institute representatives; ongoing coordination of staff and resources to ensure all aspects of this significant project are considered; weekly review of progress and status of all aspects including contracts, site remediation and design
- Ongoing participation for wastewater treatment process including review and monitor all Core Area Liquid Waste Management Committee reports and meetings; meeting with Core Area Wastewater Treatment Project Board chair and vice chair; review of guiding principles and key messaging
- Participation in a number of complex human resource issues and processes including exit strategies, job evaluations; participation in grievance proceedings as required; successful recruitment process for Director of Human Resources and Executive Assistant to the Mayor and CAO
- Participation on Greater Victoria Labour Relations Administrative Committee and Selection Committee; work included interviews for manager position, meetings with consultant, evaluation and recommendations to GVLRA Board resulting in successful recruitment for

manager and project consultant

- Ongoing participation with Administrative Committee under the Police Framework Agreement including regular conference calls to check in and monitor progress; regular meetings with Inspector and Acting Chief for update and general discussion in regard to local issues
- 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
- Esquimalt Town Square leadership group - weekly
- GVLRA Board meetings - monthly
- GVLRA Administrators meetings - minimum monthly, weekly during participation on Selection/Recruitment subcommittee
- Local Area Administrators meetings - quarterly
- CUPE Labour Management meetings - quarterly
- Emergency Planning Committee meetings - annual or semi annual

- **Special Events:**

- Official Community Plan - Looking Forward Forum
- Local Government Management Association- invited to meet with New Zealand CAO to provide perspectives on performance accountability with Council and in regard to First Nations relationships
- Regional Emergency Management Partnership Steering Committee - invited as one of four local authority representatives to sit on committee

- **Training/Workshops/Seminars:**

- Rapid Damage Assessment training

- **Operational Meetings:**

- Multiple meetings with Aragon, Greater Victoria Public Library, architects, staff and consultant as part of moving forward with Esquimalt Town Square Project
- Meeting with Provincial consultants in regard to Vancouver Island Integrated Major Crime Unit
- Staff meetings to assist in coordinating application for Open for Business Awards; strategies for dealing with unsightly premise and other complicated bylaw enforcement issues; preparation for Official Community Plan workshops; labour relations issues and initiatives
- Administrative Committee - Police Framework Agreement - regular status update meetings for ongoing initiatives

II. COMMITTEES

- CAO is not appointed to any internal committees, but does sit on the following:

- Regional Emergency Management Partnership Steering Committee
- Greater Victoria Labour Relations Administrative Committee