



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 2, 2017

Report No. ADM-17-012

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2017 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2017 to April 30, 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

- Coordination of staff and resources to ensure continued progress on Esquimalt Town Square development; review and updating of agreements for land transfer and library construction; weekly review of progress and status of contracts, site remediation and library design; facilitate and input to prepare public messaging; meetings to discuss strategies for art walk features
- Continued negotiations with CRD Project Board to finalize operating and amenity agreements for McLoughlin Wastewater Treatment Plant; agreements finalized within agreed timelines and Council consideration and approval of development permit and amenity agreements also within agreed milestones
- Coordinated and assisted with preparation of materials for Township open house on draft amenity agreements; attended open house and facilitated discussions with public
- Began monitoring of all aspects of the McLoughlin Wastewater Treatment Plant project including requirements contained in the Community Impact Mitigation & Operating Agreement and Host Community Impact 5-Year Agreement to ensure compliance; continued communication and follow up with Project Board to ensure updating of Traffic Management Plan; review and input on CRD boards for open houses; review and input to Terms of Reference for establishment of the Liaison Committee; review and input on plans and strategy for initial road assessments
- Facilitated annual Strategic Planning session including initial strategy on subject matter;

- organized and facilitated senior leadership group update of Operational Strategies; updated Strategic Plan and Operational Strategies adopted by Council March 12, 2017
- Participation in various human resource issues and processes including grievance meetings; review and discussion of business cases for staffing changes; annual Performance and Development Plans completed with all senior leadership staff
- Continued participation as member of Greater Victoria Labour Relations Administrative Committee including discussions on next round of collective bargaining
- Ongoing role on Administrative Committee under the Police Framework Agreement with focus on the Efficiency Review; regular meetings with the Acting Inspector and Acting Chief for general discussion on local issues
- Initial meeting with CAOs and financial officers in the Capital Region to discuss CRD functions and review relevance and funding
- 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; Strategic Plan that was developed is now adopted by the Policy Group
- Participated in working group for E & N Transit Corridor study led by Ministry of Transportation and Infrastructure

3. Other

- **Regular attendance and participation:**
 - CAO/Mayor meetings - weekly
 - Township Senior Leadership meetings - weekly
 - Esquimalt Town Square leadership group - weekly
 - McLoughlin Point Wastewater Treatment Plant 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:**
 - Presenter and keynote speaker with Fire Chief: Effective Fire Service Administration - Local Government Management Association
 - Attended event at Colville train station: Provincial Announcement on Commuter Rail - Minister Todd Stone
- **Training/Workshops/Seminars:**
 - Annual Young Anderson law seminar
 - Medical Marijuana in the Workplace - webinar
- **Operational Meetings:**
 - Meetings and conference calls with staff, consultant and legal counsel as part of moving forward with Esquimalt Town Square Project, remediation and servicing
 - Meetings and conference calls with CRD Project Board, staff and legal in regard to

McLoughlin Wastewater Treatment Plant

- Various meetings to assist and provide direction to senior staff in regard to financial plan and tax rates, various development issues, labour relations, Esquimalt Road Urban Design Guidelines, Affordable Housing Workshop and Official Community Plan review process; Asset Management strategies; Canada 150 grant application; updates to management and council policies
- Interdepartmental Development Project meetings

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