



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Legislation Text

File #: 17-369, Version: 1

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

