



# 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:** January 5, 2018

Report No. ADM-18-002

**TO:** Mayor and Council

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

**SUBJECT:** CAO - 2017 Third Period Report

The following is a report on the activities pertaining to the CAO's Office from September 1, 2017 to December 31, 2017.

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

##### **1. Legislative**

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

##### **2. Operations**

- Ongoing meetings to negotiate multiple agreements for final stages of Esquimalt Town Square; weekly staff meetings to ensure progress on site remediation; completion of contracts and agreements through legal review; extensive review and input to determine requirements for tenant improvements for new library space
- Engaged realtor and facilitated the purchase of commercial property at 1237-1243 Esquimalt Road; oversee property management until demolition; coordinate next steps in preparation for public engagement on future use
- Continuing liaison with Project Manager for McLouglin Point Wastewater Treatment Facility and Macaulay Point pump station improvement projects
- Labour relations issues included Grievance Committee hearing with IAFF - grievance was denied and matter is considered closed
- Preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; initial collective bargaining meeting held December 5<sup>th</sup> for exchange of proposals with next dates set for January 17 and 22
- Attended information meeting with District of Saanich and user groups on future significant cost increases for fire dispatch service; meetings and research on alternative options for fire dispatch services is ongoing at this time
- Review and input to Esquimalt Road Urban Design Guidelines draft documents
- Initial meetings with new President of Esquimalt Chamber of Commerce to discuss participation in upcoming community engagement for amenity funds

- Participated in two day CRD Regional Growth Strategy mediation
- Review and approval of 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
  - Local Area Administrators - quarterly
  - CUPE Labour Management - quarterly
  - Emergency Planning Committee - semi annual
- **Special Events:**
  - Employee Long Term Service Presentation Event
  - Local Government Management Association: Effective Fire Service Administration - co-presented at weekend workshop in Smithers
  - United Way Campaign - Leadership Chair
- **Training/Workshops/Seminars:**
  - Building Effective Teams - Roles, Responsibilities, Tips and Tools for an Optimal Workplace
  - UBCM Annual Conference - Vancouver

## 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