

Administration and Corporate Services

2015 Core Budget

Township of
ESQUIMALT

The logo for the Township of Esquimalt features the words "Township of" in a small, white, sans-serif font above the word "ESQUIMALT" in a large, white, serif font. Below the text is a white, stylized wave graphic that curves under the letters.

CORE SERVICES

- **Administration** [Community Charter Section 147]
Chief Administrative Officer (CAO) – administering the business affairs of the municipality; providing direction to Township employees; directing the development and implementation of corporate policies and programs; ensuring Council receives the appropriate reports and information necessary for decision making; assisting Council in the development of the corporate strategic plan; liaising with local boards, agencies, other municipalities and provincial and federal governments



Core Services (cont'd)

- **Legislative** [Community Charter Section 148]

Corporate Officer - responsible for preparation and public posting of notices, agendas, minutes, bylaws; municipal records (including preparation, secure retention, destruction, and granting appropriate public access); ensuring Council proceedings comply with applicable legislation, bylaws & policies; administering oaths; certifying documents; accepting service of legal documents on behalf of municipality



Core Services (cont'd)

- **Communications** – ensuring high quality and consistent messaging to internal and external stakeholders through a variety of media channels; coordinating development and production of web and print communications materials for Township initiatives; providing communications support to Township programs and initiatives; media relations; coordinating Township visual identity program; managing Township website and intranet
- **Human Resources** – recruitment & selection; employee and labour relations; occupational health & safety; collective agreements; training & development; compensation



Core Services (cont'd)

- **Archives** – cataloguing, protecting and retaining historical municipal records; preservation and interpretation of archival materials; promotion of Esquimalt heritage; research upon request by various customers including staff, other organizations and members of the public
- **Elections** – managing local government (municipal and school board) general elections, by-elections, other voting opportunities (binding or non-binding referendum), and alternative approval processes (where electoral assent required)



Core Services (cont'd)

- **Administrative Assistance** - to the Mayor, Council, CAO, Advisory Committees, Special Committees, Commissions, Boards, other Departments, and staff
- **Customer Service** - provide assistance and information to members of the public relating generally to Council and its proceedings; managing corporate records and access to them; bylaw enforcement processes; and business licensing



COMMITTEES

- Director of Corporate Services responsible for recruitment, orientation, updating terms of reference, and ensuring work plans align with and support Council's Strategic Plan
- Corporate Services Administrative Staff act as Recording Secretary for several Committees including:
 - Environmental Advisory Committee
 - Heritage Advisory Committee
 - Special and Select Committees
 - Te'mexw Treaty Advisory Committee
 - Labour Management Committee



STAFFING

Administration & Corporate Services = 8.1 FTEs:

- Chief Administrative Officer [Deputy Corporate Officer]
- Director of Corporate Services [Corporate Officer, Head of Freedom of Information, Business Licence Officer, and Chief Election Officer]
- Manager of Human Resources
- Communications Coordinator



Staffing (cont'd)

- Executive Assistant - to the Mayor and CAO
- Office Administrator - Public Notices, Agendas, Records Management, Committee recruitment, Committee Recording Secretary
- Administrative Assistant - Recording Secretary to Council & COTW, Business Licence Clerk, Bylaw Enforcement Clerk, HR Assistance, Committee Recording Secretary



Staffing (cont'd)

- Administrative Clerk (.3) - Mail, filing, HR Assistance, Committee Recording Secretary, and general duties
- Municipal Archivist (.8) - oversees operations of Municipal Archives



2014 STRATEGIC PRIORITIES

- CHIEF ADMINISTRATIVE OFFICER

- Waste Resource Management (ongoing)
- Policing: Framework Agreement (completed)
- Service Delivery Assessment (ongoing)
- Performance Management (ongoing)



2014 STRATEGIC PRIORITIES & OPERATIONAL STRATEGIES - CORPORATE SERVICES

- Arts and Culture Transition / Comprehensive Arts Policy (LGA legislated process initiated to review CRD Arts & Culture Support Service)
- Bylaw and Policy Review (ongoing, targeted bylaws for updating, review and updating of Council and Management Policies, including HR Policies)



2014 Strategic Priorities & Operational Strategies (cont'd)

- Webcasting of Council meetings (completed)
- Records Management - Paperless Agendas (ongoing implementation and training)
- Records Management System – Update (ongoing implementation and training of staff in other Departments)



2014 Strategic Priorities & Operational Strategies (cont'd)

- Enhanced Public Engagement (Ongoing)
- Business Licence Upgrade – implementation and training of mandatory updating of Tempest system scheduled for early 2015

