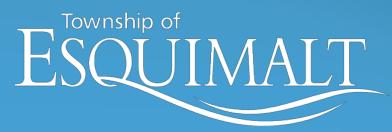
# Administration and Corporate Services

**2016 Core Budget** 



# **CORE SERVICES**

Administration [Community Charter Section 147]

Chief Administrative Officer (CAO) – overall management and administering the business affairs of the municipality; providing direction to Township employees; directing the development and implementation of corporate policies and programs; advising and informing Council; 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

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; keeping and affixing corporate seal to legal documents.

 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; supporting and promoting community events and groups.



 Human Resources – recruitment & selection; employee and labour relations; occupational health & safety; negotiation and administration of collective agreements; staff training & development; employee compensation



 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)



 Business Licensing — Ensure timely distribution and processing of applications by all departments; follow up on any issues identified; issue licences in compliance with Bylaw requirements; annual renewal notices; maintain current list of licensed businesses and post on website.



- Administrative Assistance to the Mayor, Council, CAO, Advisory Committees, Special Committees, 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; manage bylaw enforcement and business licensing processes



#### **CORE SERVICES - COMMITTEES**

- Director of Corporate Services responsible for recruitment, orientation, and updating terms of reference to ensure alignment with Council's Strategic Plan
- Corporate Services Administrative Staff act as Recording Secretary for Council, COTW and several Committees including:
  - Environmental Advisory Committee
  - Special and Select Committees
  - Te'mexw Treaty Advisory Committee (until this year)
  - Labour Management Committee



#### **STAFFING**

Administration and Corporate Services Staffing = 9.1 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, Administration of Granicus for Agendas and Staff Reports
- Administrative Assistant Recording Secretary to Council
  & COTW using Granicus for Minutes and Webcasting of
  Meetings, Business Licence Clerk, Committee Recording
  Secretary

# Staffing (cont'd)

- Administrative Clerk II Reports to HR Manager, also acts as Bylaw Enforcement Clerk and assists Corporate Services with general duties [currently vacant]
- Administrative Clerk I (.3) Mail tracking, filing,
   Committee Recording Secretary, and general duties
- Municipal Archivist (.8) oversees operations of Municipal Archives and Archives volunteers



#### 2016 STRATEGIC PRIORITIES

#### - CHIEF ADMINISTRATIVE OFFICER

- Implement Economic Development Strategy
  - Engage Consultant to develop Communications and Marketing Strategy and materials
  - Utilize relationship with UDI and SVIEDA as additional input and resource for economic development
  - Participate in UDI functions
- Oversee implementation by staff and accountable to Council on progress of Operational Strategies



#### 2016 OPERATIONAL STRATEGIES

#### - CORPORATE SERVICES

- Committee alignment with strategic priorities:
  - Consider establishment of Social Planning Committee
  - Consider alternatives to Heritage Advisory Committee
  - Consult with advisory committees on major initiatives
  - APC composition to reflect accessibility, environment & heritage
  - APC members to be trained on heritage values & policies



## 2016 Operational Strategies (cont'd)

- Engage with local service entities to ensure input is considered to support strategic priorities
- Implement new social media channel (Instagram) as recommended in 2015 social media audit
- Assist with Communications and Marketing strategy for EDS
- Leverage advertising opportunities
- Promote Revitalization Tax Incentive Program



## 2016 Operational Strategies (cont'd)

- Ongoing review of Township policies and bylaws to ensure efficient processes; amend and update as necessary
- Promote and encourage a diverse range of community events
- Support community groups through Township communications resources
- Promote 'Walkability' Score App

