



Administration Services Departmental Activity Report September – December, 2008

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Council and Committees

No. of Agendas Prepared 39
No. of Sets of Minutes Prepared.....37
No. of Correspondence Items Prepared.....180

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received..... 7
No. of Formal FOIPOP Files Closed 6

Bylaw Enforcement/Litigation/Claim Files

The Administrator was actively involved with the appropriate Departmental Staff in providing direction and briefing Council on the status of various Bylaw enforcement/litigation files as required.

Community Focus Newsletter

The Administrator and the Municipal Clerk coordinated the story selection, preparation and review of the January 2009 edition of the Community Focus Newsletter.

Facilities Planning Process

The Administrator and Fire Chief are the principal staff liaisons who have been working with the consultants (Omicron) on this particular project. On September 29, 2008 an informational workshop with Council and the Police Board was held for the purposes of reporting out on the work which has been undertaken as an outcome and follow-up to the direction given by Council after the last major workshop in April 2008. A follow-up meeting was subsequently held on October 22, 2008 between Council and the Police Board where further discussion took place on the potential options to pursue in early 2009. Council also requested that further technical information and order of magnitude financial data be prepared on the various new building and renovation options. During the period from November 2008 through to the end of January 2009 follow-up work was undertaken pursuant to the directions given by Council, and a major report was prepared for presentation to Council on January 26, 2009.

Attendance at Local Government Conferences, Seminars, etc.

The Administrator attended the following Local Government conferences, seminars and workshops during the period September to December, 2008:

- September 2008 – Meeting of the Regional Chief Administrative Officers in Victoria, BC
- Union of BC Municipalities Annual Convention, September 23 – 25, 2008, in Penticton, BC. At the UBCM Convention meetings were held with the Minister of Agriculture and Lands, the Ministry of Transportation, and the Agricultural Land Commission
- Capital Regional District Climate Change Workshop, October 21, 2008, in Victoria, BC
- “Building a Business Case Workshop”, October 24, 2008, in Langley, BC

The Municipal Clerk attended the Diebold Election Seminar (September 17, 2008, in Esquimalt), the Clerk & Corporate Officer’s Meeting (September 2008), a Records Information Management Seminar (December 4, 2008, at UVic), and participated in one online webinar regarding Electronic Document Management.

New Council Orientation

The Administrator continued the planning and preparation process for the development of a program of Council orientation to be conducted following the 2008 Civic Election. The Council Orientation Manual was updated and compiled for distribution to all members of the newly elected Council on November 17, 2008. Central Saanich also participated in two "Inter-Municipal" orientation sessions that were hosted by Mr. George Cuff and Mr. Eli Mina in November, 2008. A program of Council orientation facilitated by the Administrator and other senior management Staff was developed, with orientation sessions commencing on November 19, 2008 and running through January 2009.

Community Energy Plan Project

On September 29, 2008 draft No. 2 of the Community Energy Plan (CEP), incorporating a number of comments and suggestions from the public input process, was presented to Council. Council adopted a motion to endorse the CEP, and directed that the Plan be forwarded to Staff for further review and recommendation on an implementation strategy, timelines and budgetary considerations in the context of the 2009 Annual Budget, Five Year Financial Planning and Strategic Planning processes. An implementation plan ("plan of attack") for the CEP was then subsequently presented to Council in January 2009. The Administrator has been the principal Staff liaison for this particular project.

Special Projects Undertaken by the Municipal Clerk

The Municipal Clerk assumed primary responsibility for the following special projects:

- Co-ordination of the Local Civic Election 2008, including mobile voting, mail-ballot voting, two Advance Voting Opportunities, and two polling stations on General Voting Day.
- Organization of the Inaugural Council Meeting and Reception.
- Maintenance and administration of District's website.
- One Road Closure file.
- Chair of the District's Occupational Health & Safety Committee.
- Various Personnel matters, including co-ordination of the District's Long Service Awards.

Development of Public Information and Communication Materials for the 2008 Civic Referendum

Administration coordinated with the consultant the preparation of the various materials for the 2008 Civic Referendum which was held on November 15, 2008 in conjunction with the Civic Election. A public open house on the 2008 Civic Referendum was held on the late afternoon and evening of October 9, 2008. Informational materials utilized for the referendum included special display boards and panels, website materials, a special edition of the Community Focus Newsletter, question and answer sheets, and news releases.

2009 Community-to-Community Forum

In late 2008 and early 2009 the Administrator coordinated the preparations for the first "Community-to-Community Forum Planning Sub-Committee" meeting to plan the format, agendas and logistics for the 2009 Community-to-Community Forum. Confirmation has been received from both the Tsartlip and Tsawout First Nations in regards to their participation in the Forum, and the Planning Sub-Committee (including representation from all three governmental jurisdictions along the facilitator) met on July 26, 2008 to commence with the preparations for the Forum.