



# Administration Services

## Quarterly Report

### Fourth Quarter 2004

October - December 2004

#### Council and Committees

No. of Agendas Prepared ..... 31  
No. of Sets of Minutes Prepared ..... 29  
No. of Correspondence Items Prepared ...229

#### Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests ..... 1  
FOIPOP Letters Prepared ..... 3  
Hours Expended on FOIPOP ..... 3

#### 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 2005 edition of the Community Focus Newsletter.

#### Community to Community Forum

The Administrator continued to provide assistance to Council's Community to Community Forum Sub-Committee which is planning the necessary details with respect to the Community to Community Forum which is to be held on February 8<sup>th</sup> and 10<sup>th</sup>, 2005.

The initial focus of the Forum will be on relationship building and the development of a greater base of knowledge, understanding and appreciation between the District of Central Saanich, the Tsawout First Nation and the Tsartlip First Nation.

A secondary purpose will be the commencement of discussions on a number of topics which have been suggested by the parties.

#### Agri-Tourism Task Force

The Administrator provided assistance to the Director of Planning & Development Services in connection with the work of the Agri-Tourism Task Force and the completion of the Task Force's final report.

In particular, the Administrator reviewed the various agency responses to the Task Force report and compiled the major agency comments and recommendations in a spreadsheet format for the review of Council.

The Administrator also developed a list of potential "policy questions" which will be brought back to a future Committee Meeting for further discussion and Council direction on the preparation of appropriate bylaw amendments and regulations to address the various agri-tourism accommodation and activities recommendations as contained in the Task Force report.

**Compensation Review & Development of a Formal Job Evaluation Plan for Municipal Staff**

In late August Council considered a report from the Administrator and authorized the engagement of a consultant to undertake a compensation review and develop a formal job evaluation plan for municipal staff positions.

The Administrator is the principal staff liaison to the consultant and is the project manager for this particular project, and it is anticipated that this will be an approximate six month project with further updates and reports to be presented to Council throughout the process.

During the fourth quarter of 2004 the Consultant appeared before Council on two occasions to review details with respect to the compensation survey. By year end the survey had been disseminated to the various organizations to be surveyed, and the Staff Job Evaluation Committee was substantially underway in the evaluation process for all municipal positions excluding management.

**Strategic Facilities Planning Workshop**

Following up on the direction of Council that the British Columbia Buildings Corporation (BCBC) be requested to submit a quotation to assist in facilitating a half-day facilities workshop to afford Council the opportunity to discuss and work through various issues and concerns in regards to strategic facilities and business planning, the Administrator worked with BCBC on the development of the Agenda for the Workshop which was held on January 26<sup>th</sup>, 2005.

Major issues discussed at the Workshop were the degree of commitment to proceed, expectations, guiding principles, methods for prioritization, processes for implementation and proposed next steps.

BCBC will be preparing a summation report documenting the major points of agreement and outcomes from the Workshop, including recommendations on how best to proceed and suggested next steps.

**Development of Performance Measures / Council Strategic Planning Workshop**

The Administrator presented two Memoranda to Council in the fourth quarter of 2004 which included recommendations in regards to the general approach, process and timelines for the strategic planning and objective/performance measures process to be undertaken in 2005.

Arising out of the Memoranda Council initiated a Request for Proposals for facilitation/consultant services. In December a Sub-Committee comprised of Council representatives and Staff reviewed the proposals which were submitted and recommended the engagement of Mr. Peter Finlay of Gartner Lee Limited as the primary facilitator/consultant for the process.

The Council Strategic Planning Workshop will be held on Saturday, February 26, 2005, and during the months of January and February Management Staff will be working with the consultant on the development of draft performance measures to be presented at the 2005 Workshop, as well as preparing the Agenda and necessary background materials for the Workshop.