



Administration Services

Quarterly Report

Fourth Quarter 2005

October - December 2005

Council and Committees

No. of Agendas Prepared24
No. of Sets of Minutes Prepared.....24
No. of Correspondence Items Prepared...361

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests1
FOIPOP Letters Prepared1

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.

First Nations Servicing Agreements

The draft of a proposed Sewer Servicing Agreement with the Tsartlip First Nation is nearing finalization, and is anticipated to be completed for presentation to Tsartlip by the time of the proposed 2006 Community-to-Community Forum to be held in March 2006.

Proposed Whistle Blower Policy

Consistent with the recommendation from the Auditors which was contained in the 2004 Financial Statements, the Administrator has taken the lead in drafting a proposed Whistle Blower Policy in consultation with the Municipal Solicitor, the Management Team and the Employees Committee. The draft Whistle Blower Policy has been finalized, and a report will be coming forward to Council in the near future recommending Council's endorsement and formal ratification of the proposed Policy. The purpose of the Whistle Blower Policy will be to provide an avenue for employees to raise concerns in regards to fraudulent or dishonest conduct that they may observe in the workplace, and to provide reassurance that they will be protected from reprisals or victimization for raising these concerns.

In regards to the renewal of the General Servicing, Water and Fire Protection Agreements with the Tsawout First Nation, the Administrator and the Director of Financial Services met with representatives from Tsawout in November, and the parties have agreed to extend the three Agreements for another year (until December 31, 2006) pending the conclusion of ongoing discussions and information exchange. The Tsawout First Nation has advised that they wish to raise several issues in regards to the General Servicing Agreement in particular, and further meetings will be taking place throughout 2006.

Community Focus Newsletter

The Administrator and the Municipal Clerk coordinated the story selection, preparation and review of the January 2006 edition of the Community Focus Newsletter.

Employees Agreement Negotiations

The Central Saanich Employees Committee has tabled an extensive package of proposals for renewal of the Central Saanich Employees Agreement which expired in December 2004. Negotiations were essentially on hold in 2005 pending the completion of the Compensation Review/Job Evaluation project for municipal staff positions. The Administrator and Director of Financial Services have commenced meetings with the Employees Committee on renewal of the Agreement, and future updates and reports will be presented to Council and direction obtained where required.

2005 Local Government Election, Inaugural Council Meeting and Reception

The Municipal Clerk/Chief Election Officer spent numerous hours organizing and conducting the 2005 Local Government Election which was held on Saturday, November 19, 2005. General Voting Day proved to be a busy day at the two polling stations (Municipal Hall and Cultural Centre), with a total of 3,885 ballots being processed through the electronic voting machines indicating a 27% voter turnout - significantly less than the 40% turnout at the 2002 election. The Municipal Clerk will continue to perform election duties and responsibilities during the first quarter of 2006. Once again, the use of voting machines proved to be invaluable.

The Municipal Clerk also organized the Inaugural Council Meeting and Reception which were held on December 5th, 2006 and included special ceremonies to outgoing Mayor Habkirk and Councillor Haddon and Councillor Korol, an Invocation from local Pastor Travis Stewart, a Coast Saalish song performed by Mr. Greg Sam, welcoming remarks from the District's Town Crier, Mr. Allan Witcombe, and the Oaths of Office by Judge Judith Kay. Following the Inaugural Meeting, a Reception was held in the Fire Training Centre during which time Mayor Jack Mar gave official recognition to the numerous volunteers in our community.

Proposed Facilities Charette

Based on a report presented by the Administrator in October, Council authorized that the District proceed with a Request for Expressions of Interest for professional facilitation services for a proposed "Facilities Charette" to be held in 2006. In November and December the Administrator, in consultation with the Facilities Sub-committee of Council, coordinated the short-listing and Request for Written Quotations process, and a report was presented to Council in January 2006 recommending that the District engage CitySpaces Consulting Ltd. as the principal facilitators and consultants for the Charette.

It is proposed that the Charette process be conducted in late May and early June of 2006, and further reports will be presented to Council by the Facilities Sub-committee, Staff and the Consultants with recommendations on the process, structure and attendees for the Charette.

Newly Elected Council Orientation/Strategic Planning Program

Flowing out of direction given by the previous Council in September 2005, Staff engaged the services of Johnson & Elligott as the principal consultants who assisted in the development of a Council Orientation Program for Newly Elected Officials, as well as the proposed 2006 Strategic Planning Program. An updated "Orientation Manual for New Council Members" was distributed to the newly elected Council in November, and detailed planning was undertaken for four Council orientation sessions which were held on November 30th and December 6th, 2005, and January 10th and 11th, 2006. The Administrator was the principal Staff liaison who worked with the consultants on the development of the program, and participated extensively in each of the four sessions.

2006 Community-to-Community Forum

Based on the direction of Council, in October the Administrator prepared for submission to the Union of BC Municipalities a grant application for a proposed 2006 Community-to-Community Forum involving the District of Central Saanich and the Tsawout and Tsartlip First Nations. The Administrator then proceeded to solicit a quotation from ADR Education to provide facilitation services for the Community-to-Community Forum similar to those which were provided for the 2005 Forum. Assistance was also provided to Council's First Nations liaison in confirming the dates and logistical details for the Forum, which is proposed to be held on the evenings of March 28th and 30th, 2006.