



Administration Services

Quarterly Report

Second Quarter 2006

April - June 2006

Council and Committees

No. of Agendas Prepared24
No. of Sets of Minutes Prepared.....40
No. of Correspondence Items Prepared... 165

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests..... 1
FOIPOP Letters Prepared 1

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.

2006 Annual Budget/Five Year Financial Plan

The Administrator worked extensively with the District's consultant, Mr. David Gawley, on the preparation and presentation of the 2006 Annual Budget and Five Year Financial Plan. A series of five budget meetings commenced on March 27, 2006, culminating in the introduction of the Five Year Financial Plan and Tax Rates Bylaws on May 8, 2006. Subsequent to the adoption of the Financial Plan and Tax Rates Bylaws the Administrator worked with the various Department Heads on implementation matters arising from the 2006 Budget process and the formulation of work plans and timelines for the various supplemental projects which were approved by Council for 2006.

Central Saanich Employees Agreement Negotiations

The Administrator and Municipal Clerk held several meetings with the Central Saanich Employees Committee between January and April 2006, resulting in the ratification by Council of a Memorandum of Settlement for renewal of the Employees Agreement. The renewed Agreement will cover the period from January 1, 2005 to December 31, 2006. Council was given several status/update briefings throughout the negotiation process. In May and June the parties met on several occasions to finalize the wording of the redrafted Employees' Agreement and to discuss various implementation items arising from the Memorandum of Settlement.

Director of Financial Services Position

The Administrator was the principal staff liaison working with the Consultant, James R. Craven and Associates, on the recruitment and selection process for the Director of Financial Services position. It is hoped that a new incumbent will be appointed in July 2006 to commence employment as soon as possible thereafter.

Temporary Use of Saanichton Dock for 2006 Salmon Smolt Rearing Net Pen Project (Sidney Anglers' Association)

Following the approval by Council of the Modification Agreement (prepared by the Province) for the Saanichton Bay dock, the Administrator prepared and presented to Council a License of Occupation Agreement with the Sidney Anglers' Association which will permit the Association to operate its annual net pen salmon smolt rearing project at the Saanichton Bay dock during the months of June and July 2006. This annual project has been taking place during the summer months for several years and predates the transference of the Saanichton Dock from Transport Canada to the District of Central Saanich

Proposed "Facilities Charette"

In early June the Administrator met with the consultants (City Spaces Consulting Ltd.) who have been engaged to provide facilitation services for the Facilities Charette for the purpose of commencing the planning and preparations for the Charette. On June 26th, 2006 a Memorandum was presented to Council providing a status report on this particular project, and seeking the feedback and endorsement of Council on the proposed/recommended process, timelines, attendees/invitees and agenda for the Charette. Council in general endorsed the work plan and time line as set out, and made several suggestions in regards to the composition of Charette attendees. It is proposed that the Charette be an all day session as opposed to a four hour evening workshop as originally contemplated, and that the Charette be held on Saturday, November 18th, 2006 from approximately 10am to 3pm in the Fire Training Center. It is further proposed that the Charette be preceded by an evening pre-Charette "basic familiarization" session for Charette attendees to be held on the afternoon of Wednesday, November 8th, 2006.

Community Focus Newsletter

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

Servicing Agreements with Central Saanich First Nations

The Administrator worked with Engineering Staff and the Municipal Solicitor on further refinements to the proposed Sewer Servicing Agreement with the Tsartlip First Nation. A draft of the Agreement is nearing completion, and Staff are proposing to present the draft document to the Tsartlip First Nation Band Manager in July, to be followed by discussions on various technical and financial issues.

The Administrator also met on May 23rd, 2006 with the Band Manager and Staff of the Tsawout First Nation to discuss the process for renewal discussions in regards to the Fire Protection, Water and General Servicing Agreements which will be expiring at the end of 2006. The parties have set dates for further discussions in September 2006, and the District has requested that the Tsawout provide an indication prior to these discussions of any issues or requested revisions to the various Agreements. The Administrator has also been working with Finance Staff and with the Tsawout First Nation on invoices which are due and payable under the various servicing agreements, as well as calculation of the 2006 invoice under the General Servicing Agreement.