



Administration Services

Quarterly Report

Third Quarter 2006

July - September 2006

Council and Committees

No. of Agendas Prepared 17
No. of Sets of Minutes Prepared..... 21
No. of Correspondence Items Prepared... 195

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests..... 0
FOIPOP Letters Prepared 0

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.

2005 Annual Report

With the assistance of the Acting Director of Financial Services, the Administrator compiled and prepared the 2005 Annual Municipal Report. This report is a statutory requirement of the *Community Charter*, and contains such materials as the 2005 Audited Financial Statements, 2005 Tax Exemptions provided by Council, a report respecting Municipal services and operations for the previous year, and statements of Municipal Objectives, Performances Measures and a progress report. The 2005 Annual Municipal Report was presented to Council at a Meeting held on June 26, 2006, and the Municipality's Auditors were also in attendance at that Meeting to speak to issues with respect to the Audited Financial Statements.

Whistleblower Policy

With the assistance of the Municipal Solicitor, and in consultation with the Management Group and the Central Saanich Employees Committee, the Administrator was primarily involved in the drafting of a "Whistleblower" Policy for the District. The Policy applies to all employees of the District as well as to members of Council. The fundamental purpose of the Policy is to commit to the highest possible standards of ethical, moral and legal business conduct, and to provide an avenue for employees to raise concerns and to provide a reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith. The Policy was ratified by Council on June 26, 2006, and over the course of the next several months steps will be taken to promulgate the policy through briefings of Municipal Staff, and raising an awareness of the Policy throughout the organization.

"Facilities Charette"

The Administrator was primarily involved in continuing the planning process for the "Facilities Charette" which is scheduled to be held on Saturday, November 18, 2006. The Charette will be preceded by a tour of select municipal facilities to be conducted on Wednesday, November 8, 2006. In late June the Administrator presented a report to Council containing a proposed composition of attendees for the Charette, a proposed timeline and process, and draft agendas for the tour and the Charette workshop. During the third quarter the Administrator held two meetings with the facilitators for the Charette, CitySpaces Consulting Ltd., who have been proceeding on the basis of the endorsed process and timeline.

Panorama Recreation Centre – Proposed Renovation/Expansion Project

In September the Administrator presented a report to Council providing requested information on the various referendum and public opinion plebiscite options with respect to the proposed Panorama Recreation Centre Renovation/Expansion Project. Previously the Administrator obtained and presented legal advice on the issue of the proposed “second service” which is being discussed by the District of North Saanich and the Town of Sidney.

Servicing Agreements with Central Saanich First Nations

In July the Administrator and the Municipal Engineer presented to the Tsartlip First Nation Band Manager a draft of a proposed Sewer Servicing Agreement with the Tsartlip First Nation. Tsartlip agreed to have further discussions with Indian and Northern Affairs Canada in regards to the proposed draft Agreement, and the parties have agreed to convene further discussions during the course of 2006.

The Administrator also met once again 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 comprehensive discussions related to the General Servicing Agreement, and these meetings will be taking place during the first week of November.

Community Focus Newsletter

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

Recruitment and Selection Processes for Management Positions

The Administrator was principally involved in the co-ordination and implementation of the recruitment and selection processes for the Director of Financial Services and Municipal Clerk positions. The Administrator was the primary staff liaison with the consultant, Mr. Jim Craven, who assisted in the process for recruitment of the Director of Financial Services. Extensive time and resources was expended in the interviewing and contract negotiation processes for both of these positions, which has resulted in the successful recruitment of Ms. Rosalyn Tanner as the Director of Financial Services and Ms. Sara Ribeiro as the Municipal Clerk.

Tri-Council Meeting with Tsawout and Tsartlip First Nations

The Administrator coordinated the preparation of the agenda, and attended, the Tri-Council Meeting with the Tsawout and Tsartlip First Nations which was held on October 12, 2006. A range of items was discussed at the meeting, and as a result of the meeting Council will be considering the possible establishment of an ad-hoc Tri-Council Traffic Safety Committee and an ongoing Tri-Council Youth Committee. The next Tri-Council meeting, which the three Councils have generally agreed to hold every six months, is tentatively scheduled to be held on March 8, 2007 and will be hosted by the Tsartlip First Nation.