



Administration Services

Quarterly Report

Fourth Quarter 2006

October - December 2006

Council and Committees

No. of Agendas Prepared37
No. of Sets of Minutes Prepared.....27
No. of Correspondence Items Prepared...242

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests.....4
FOIPOP Letters Prepared.....2

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.

“Facilities Charette”

The Administrator, assisted by the Fire Chief, the Municipal Clerk and the Manager of Community Services, was primarily involved in the planning process for the “Facilities Charette” which was held on Saturday, November 18, 2006 in the Fire Training Centre. The Charette was preceded by a tour of select municipal facilities which was conducted on Wednesday, November 8, 2006. The Charette itself was attended by approximately twenty-five individuals comprising representatives from the Municipal Council, Municipal Staff, the Advisory Planning Commission, the Central Saanich Police Board, the Central Saanich Seniors’ Citizens Association, School District No. 63 (Saanich), the Greater Victoria Public Library, Tsawout First Nation, and four “community participants”. A report on the Charette will be presented to Council in January, 2007, at which time Council direction will be requested in regards to moving forward with the next step in the process.

Servicing Agreements with Central Saanich First Nations

In December 2006, the Administrator presented a comprehensive report to Council setting out the terms for recommended renewal of the Fire Protection, Water and General Servicing Agreements with the Tsawout First Nation. Council adopted a motion to renew the three Agreements, which will cover the period from 2007 to 2011.

As previously advised in the last Quarterly Report, 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. The District is awaiting a response from Tsartlip in regards to the terms of the proposed Agreement and the next steps in the process, and Staff will be following up with Tsartlip in this regard in January, 2007. The parties have indicated support for concluding a Sewer Agreement as the first priority, and then moving forward with discussions on similar Servicing Agreements covering fire protection and water provision.

Community Focus Newsletter

The Administrator and the Acting Municipal Clerk coordinated the story selection, preparation and review of the January, 2007 edition of the Community Focus Newsletter.

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 endorsed the 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.

In regards to the issue of a possible 2007 Community-to-Community Forum between the District and the Tsawout and Tsartlip First Nations, Council has referred this matter to the Tri-Governmental Working Sub-committee comprising representatives from each of the three jurisdictions, with consideration be given to applying for funding for a possible Forum to be held in October or November of 2007.

Participation in Various Exercises / Workshops

The Administrator participated in the "SAR-X" Emergency Planning/Disaster Exercise, which took place on October 15, 2006. The District's Emergency Operations Centre was activated for the duration of the exercise, which included participants from all Peninsula Municipalities and Emergency Measures Organizations, as well as BC Ferries and the Coast Guard.

The Administrator also attended and participated in a Customer Service Workshop which was held for all District Staff on November 23, 2006 in the Fire Training Centre.

Attendance at 2006 Union of BC Municipalities Annual Convention

The Administrator attended the 2006 Union of BC Municipalities Annual Convention which was held in October in Victoria. As part of the Convention activities the Administrator also attended, along with Council Member delegates, working meetings with representatives for the Agricultural Land Commission, the Ministry of Transportation, and BC Ferries. A separate breakfast meeting was also attended by the Administrator for all Chief Administrative Officers in attendance at the Convention.

Tri-Municipal Council Meeting

The Administrator and Municipal Clerk coordinated the preparation of the Agenda and the logistical details for the Tri-Municipal Council Meeting which was held on November 22, 2006 in the Fire Training Centre. A range of issues were discussed including the Peninsula Emergency Measures Organization's draft Strategic Plan, the use of fireworks and firecrackers, float-plane and helicopter noise over the Saanich Peninsula, Bylaw Courts, school closures, community policing, and CRD Animal Control Services. As the host Municipality, Central Saanich prepared the Minutes of the Tri-Municipal Council Meeting which were also distributed to the District of North Saanich and the Town of Sidney.

2007 Strategic Planning Process and Workshop

In the fourth quarter of 2006 the Administrator commenced the planning and preparations process for the 2007 Strategic Planning Workshop. A Request for Expressions of Interest was undertaken in late November, and a sub-committee comprising the Administrator and several members of Council was formed to review the submissions received and make a recommendation to Council. In December Council adopted a recommendation to engage the services of Roycroft Consulting Services to provide facilitation for the Strategic Planning Workshop which is to be held in February, 2007.