



Administration Services

Quarterly Report

First Quarter 2006

January - March 2006

Council and Committees

No. of Agendas Prepared30
No. of Sets of Minutes Prepared.....38
No. of Correspondence Items Prepared...174

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests..... 1
FOIPOP Letters Prepared..... 1
Hours Expended on FOIPOP..... 4

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.

License of Occupation with Saanich Historical Artifacts Society

In March 2006 Council gave final approval to a License of Occupation between the District and the Saanich Historical Artifacts Society (SHAS) for the Heritage Acres property. The document is in the form of a License Agreement recognizing that the land is owned by the District, however the buildings and contents are owned by the SHAS. The License grants to the SHAS use of the property for the nominal consideration of \$2.00, with a term running to 2024. The list of permitted activities set out in the License are those which are considered to be permissible under the terms of the original Crown Grant which transferred the property to the District. Approval of the License represents the culmination of a process which commenced in 2004, with the Administrator being the principal member of Staff involved in negotiations with the SHAS on the terms of the License.

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 proposed 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.

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.

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.

Modification Agreement for the Saanichton Bay Dock

The Administrator presented to Council a proposed Modification Agreement (prepared by the Province) for the Saanichton Bay dock, which will permit the District to issue annual temporary Licenses to the Sidney Anglers' Association for its net pen salmon smolt rearing project. The Modification Agreement was approved by Council in February 2006, and with the consent of the Tsawout First Nation, it is proposed that a License be issued in May 2006 to the Association for its 2006 net pen project which will take place from June 1st to July 31st, 2006.

Council Orientation Program

The Administrator was the principal Staff liaison who worked with the consultants (Johnson & Elligott) on the development of an extensive program of Council orientation. Four orientation sessions/workshops were held – on November 30th, 2005 (for the new Council members only); and December 6th, 2005, January 10th, 2006 and January 11th, 2006 for the entire Council. The range of topics covered included "On Being a Member of Council"; Council as a Leadership Team; the Council Orientation Manual; Support for Council; Council and Staff Roles and Responsibilities; Conflict of Interest; Council Priorities; Major Policy Documents; Overview of the Official Community Plan and Land Use Bylaw; the Five Year Financial Planning Process; and the Tsawout First Nation Protocol Agreement.

2006 Community-to-Community Forum

The Administrator was the principal Staff liaison who worked with the facilitator (Jamie Chicanot of ADR Education) on the preparations and arrangements for the 2006 Community-to-Community Forum. The Forum was held over two evenings on March 28th and 30th, 2006, and was attended by approximately twenty-five representatives from the District of Central Saanich and the Tsartlip and Tsawout First Nations. The Administrator attended both sessions, and subsequent to the Forum prepared the final submission to the Union of BC Municipalities for receipt of the previously approved grant funding. A report on the 2006 Community-to-Community Forum, which was prepared by the facilitator, was submitted to Council at the April 17th, 2006 Regular Council Meeting.

Corporate Strategic Planning Workshop

The Administrator was the principal Staff liaison who worked with the consultants (Johnson & Elligott) on the development of the agenda and preparation of background materials for the Corporate Strategic Planning Workshop which was held on Saturday, February 18, 2006. An extensive binder of materials was compiled, and the all-day session resulted in many revisions being made to the District's Strategic Plan. A revised document was subsequently presented to Council at the March 20th, 2006 Regular Council Meeting, and the new Plan was approved by Council with one further minor revision. The new Strategic Plan is currently being prepared in final form for distribution to Council, Staff and the public, and eventual posting on the District's website.