



Administration Services

Departmental Activity Report

January – April, 2007

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Council and Committees

No. of Agendas Prepared 45
No. of Sets of Minutes Prepared..... 45
No. of Correspondence Items Prepared... 258

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests..... 5
FOIPOP Letters Prepared..... 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.

Community Focus Newsletter

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

Servicing Agreements with Tsartlip First Nation

As previously advised in the last Departmental Activity Report, in 2006 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. [Note: 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.] In April, 2007 Staff received a response from the Tsartlip First Nation's Solicitor on the draft of the proposed Sewer Agreement, and further active discussions are anticipated to take place over the course of the next several months.

New Indemnification Bylaw

In January, 2007 the Administrator presented a report to Council attaching a proposed new Indemnification Bylaw. The Bylaw provides that the District will indemnify Municipal Officials for any costs reasonably required or incurred defending an action or prosecution brought against the Municipal Official in connection with the exercise or intended exercise of his/her powers or the performance or intended performance of his/her duties or functions. Municipal Officials are defined as a current or former Council Member, a current or former Municipal Officer or Employee, or a Municipal Public Officer. Public Officers include appointees to the Library Board, the Advisory Planning Commission, members of other Municipal Committees including select and standing committees, the Board of Variance, Election Officials, volunteer Fire Fighters, Special Constables and volunteers participating in the delivery of services by the Municipality under the supervision of an Officer or Employee of the Municipality. After receiving the Administrator's Memorandum, Council proceeded with the necessary readings of the New Indemnification Bylaw, and the Bylaw was ultimately adopted in February, 2007.

Special Projects Undertaken by Municipal Clerk

During the first four months of 2007, the Municipal Clerk assumed primary responsibility for and completed the following special projects:

- Co-ordination of the process and bylaw preparation in connection with the adoption of new fees and charges covering various activities such as planning and development, business licensing, utilities, and building inspection.
- The preparation of an informational report summarizing the status of “Environmental Officer” positions in other Capital Region municipalities
- Finalization and submission of the Community Action on Energy Efficiency (CAEE) Gold Application, as well as the Infrastructure Planning Grant application for the preparation of a community energy plan.

The Corporate Strategic Planning Workshop

The Administrator was the principal Staff Liaison who worked with the Consultant, Mr. Rob Roycroft, of Roycroft Consulting Services, on the development of the agenda and preparation of background materials for the Corporate Strategic Planning Workshops which were held on March 14 and 15, 2007. An extensive binder of materials was compiled and the two sessions resulted in a number of revisions being made to the District’s Strategic Plan. A revised document was subsequently presented to Council within three weeks of the conclusion of the Strategic Planning Workshops, and the new Plan was approved by Council in late April 2007. The new Strategic Plan has been prepared in final form and has been distributed to Council, Staff and the public, and has been posted on the District’s website and made available at the Municipal Hall main counter.

2007 Annual Budget / Five Year Financial Plan

The Administrator worked extensively with the Director of Financial Services on the preparation and presentation of the 2007 Annual Budget and Five Year Financial Plan. A series of six Budget Meetings commenced in March 2007, culminating in the introduction of the Five Year Financial Plan and Tax Rates Bylaws on May 7, 2007.

Facilities Planning Process

In February and March of 2007, the Administrator presented to Council the report on the November 2006 “Facilities Charette”, as well as followed up with the preparation of a 2007 Supplementary Budget Request for the hiring of a “Facilities Consultant / Project Manager” to oversee and guide the recommended next steps in the facilities planning process. The Supplemental was ultimately approved during the 2007 Annual Budget process, and a Request for Proposals was issued in April. A further report on the outcome of the Request for Proposals process will be presented to Council in June 2007.

Participation in Various Workshops and Training Sessions

In February, 2007 the Administrator attended the Annual Chief Administrative Officer’s Forum which was held at Bear Mountain in Langford. A number of topics were discussed and presentations made at the Forum, including matters related to labour relations and collective bargaining, climate change, telecommunications towers, strategic planning, and staff compensation and retention. In April 2006, the Administrator also attended a Municipal Law Seminar which was conducted by the Pacific Business and Law Centre.