



# Administration Services

## Departmental Activity Report

May – August, 2007

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### Council and Committees

No. of Agendas Prepared ..... 12  
No. of Sets of Minutes Prepared.....20  
No. of Correspondence Items Prepared....240

### Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests.....7  
FOIPOP Letters Prepared.....8

### 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 September, 2007 edition of the Community Focus Newsletter.

### Servicing Agreements with Tsartlip First Nation

In June 2007 the Municipal Engineer and the Administrator met in Vancouver with the Solicitor and Band Manager from the Tsartlip First Nation and discussed in detail the draft of the proposed Sewer Servicing Agreement between the District and the Tsartlip First Nation. Much progress was made towards finalization of an Agreement, and the document is undergoing a redraft to incorporate various points and additional information which was discussed at the meeting. The parties are making their best efforts to bring a recommended draft final Agreement to their respective Councils by early Fall 2007. Then it is proposed that the parties will turn their attention to the negotiation of Servicing Agreements dealing with water and fire protection.

### 2006 Annual Report

With much assistance from the Municipal Clerk, the Director of Financial Services and the Administrative Assistant, the Administrator coordinated the compilation of the 2006 Annual Municipal Report which was presented to Council at the June 25, 2007 meeting of the Administration and Finance Committee. The 2006 Annual Municipal Report was prepared and assembled in accordance with the statutory requirements of the Community Charter. Council received the Report at the meeting, and approved the District's 2006 Audited Financial Statements and related Information Schedules. In addition, Council endorsed a recommendation that the District utilize as its performance objectives and measures for 2007 and 2008 the various "Actions" (This Year and Short Term) as well the "2007 Special Projects Outside of Core Services" which are specified in the most recent (March 2007) edition of the District's Corporate Strategic Plan.

## Special Projects Undertaken by Municipal Clerk

The Municipal Clerk assumed primary responsibility for and completed the following special projects:

- Working with the District's Web Team, a Style Guide has been drafted to outline rules and guidelines for publishing on the District's website for a consistent and professional look.
- Updates to the website including user-friendly changes, a new District Projects section, and a new subscribe/unsubscribe service.
- The review and renewal of expiring Leases for the Central Saanich Lions Hall and the Senior Citizens Centre.
- Working on a file related to the proposed sale of a surplus unused road allowance that will be brought forward to Council in due course.

## Development of Community Energy Plan and Related Energy Efficiency Initiatives

In April and July of 2007 the District was awarded a total of \$60,000 in grant funding under The Community Action On Energy Efficiency – Gold (CAEE Gold), and the Local Government Infrastructure Planning Grant Programs, to undertake the development and preparation of a Community Energy Plan as well as various CAEE Gold initiatives and deliverables. In early August the Administrator prepared a Request for Proposals to engage the services of a primary consultant to undertake the aforementioned scope of work. It is proposed that the District will make its very best efforts to select a consultant and award a contract by the end of September 2007, with project commencement to begin in early October 2007. It is anticipated that the project will be completed in its entirety by the end of March 2008, entailing submission to the District of the Community Energy Plan including various work plans, implementation plans and proposed approaches for the CAEE Gold deliverables.

## Attendance at Local Government Management Association 2007 Annual Conference

In May the Administrator attended a portion of the 2007 Local Government Management Association Annual Conference which was held in Vancouver, as well as an event sponsored by the University of Victoria School of Public Administration Alumni Board, of which the Administrator is a Board Member.

## Facilities Planning Process

In late April 2007 the Administrator prepared a Request for Proposals to engage consulting expertise to oversee and guide the District in the recommended next steps in the facilities planning process for the Municipal Hall, Police, Fire and Public Works Yard. In June a report was presented to Council detailing the outcome of the consultant review and selection process. The Selection Committee, which comprised representation from Council as well as senior Municipal Staff, presented a recommendation that the District finalize a contract with Omicron Total Building Solutions to provide facilities consultant/project management services for the next stage of the District's facilities planning process. This recommendation was endorsed by Council, and in late June the project was formally commenced followed by a day-long site visit in July. The period from July through September 2007 will entail meetings with Fire Hall/Police/Works Yard representatives to determine specific program requirements and to conduct physical and functional assessments of the existing facilities to determine appropriateness for renovation and expansion. Further progress reports and updates will be provided to Council throughout the course of the project.