



Administration Services

Departmental Activity Report

September – December, 2007

September – December 2007

Council and Committees

No. of Agendas Prepared 40
No. of Sets of Minutes Prepared..... 43
No. of Correspondence Items Prepared.... 353

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received..... 8
No. of Formal FOIPOP Files Closed 3

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 January, 2008 edition of the Community Focus Newsletter.

Community Energy Plan Project

In April 2007 the District was awarded a \$50,000 grant under The Community Action on Energy Efficiency – Gold (CAEE Gold) Program to undertake a range of energy efficiency initiatives and targets. In addition, in July 2007 the District was awarded a \$10,000 grant under the Local Government Infrastructure Planning Grant Program to develop a Community Energy Plan to address climate change and energy efficiency.

The Administrator was the principal Staff liaison involved in the start-up of the project which entailed undertaking a Request for Proposals process to select a consultant as well as presenting a report in early October recommending the awarding of a consultant contract to the Sheltair Group, and the launch of the project in mid October 2007. By year end a number of deliverables had been completed including the hosting of two Open Houses on December 11 and 12 with the general public and targeted stakeholders. The project is anticipated to be completed with the submission of a proposed Community Energy Plan, by the end of March 2008.

Facilities Planning Process

In July through September 2007 the District's Facilities Consultants, Omicron Total Building Solutions, conducted 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. This culminated in late October 2007 with the conducting of a workshop with Council to report on the initial physical / functional assessments of the target major facility and site analysis, and to discuss the most viable site options for the priority facility (main Fire Hall possibly co-joined with Police Station, and Works Yard building). The Administrator and Fire Chief were the principal Staff liaisons who have been working with the Consultants on this particular project, and further meetings and consultations were conducted in November and December with an anticipated further report to be brought forward to Council in February 2008 which will include a more detailed assessment of the preferred site for location of a new main Fire Hall and Police facility together with order of magnitude costs and next steps.

Attendance at Local Government Conferences, Seminars, etc.

In September the Administrator attended the 2007 Union of BC Municipalities Annual Convention which was held in Vancouver. The program included a very active schedule of one-on-one meetings with various Ministry and Agency representatives, including meetings with the Agricultural Land Commission, the Ministry of Transportation, BC Hydro, the Minister of Finance, BC Ferries, and the District's Facilities Consultants, Omicron. The Administrator also attended the Annual Chief Administrative Officers breakfast which is held concurrent with the Union of BC Municipalities Convention.

In November the Administrator also attended the Capital Regional District sponsored "Forum of Councils" which was held at the University of Victoria and dealt exclusively with the issue of climate change.

In October the Municipal Clerk attended the Clerks and Corporate Officers Forum which was held in Parksville.

Amendment of License of Occupation with Saanich Historical Artifacts Society for Heritage Acres Property

In September the Administrator presented a report to Council recommending a minor amendment to the License of Occupation with the Saanich Historical Artifacts Society for the Heritage Acres property. The Society had requested, largely for financial reasons so that the Society can focus its limited financial resources more on maintenance of the buildings, that the District assume the insurance coverage for four additional artifacts buildings. The additional cost to the District was estimated to be in the range of \$1,200. to \$1,500. annually and Staff recommended the amendment as it is considered to be in the best interest of both the Society and the District to assume this coverage. The amendments also included a number of minor housekeeping changes to clarify responsibilities with respect to the maintenance of various types of insurance cover.

Negotiations with Central Saanich Employees' Committee on Renewal of Employees' Agreement

Negotiations with the Central Saanich Employees' Committee on renewal of the Employees' Agreement commenced with an initial discussion session in December, and more sessions have been scheduled for January, 2008. The Administrator is the principal management representative involved in these negotiations, assisted primarily by the Director of Financial Services and the Municipal Clerk. Preparations for negotiations entailed consultation with the Greater Victoria Labour Relations Association, and a preparation of management proposals for discussion during the course of negotiations. It is hoped that discussions on a renewed Agreement will be concluded in the first quarter of 2008.

2008 Corporate Strategic Planning Process

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 in January 2008. This entailed commencing discussions with the Consultant in November and the commencement in December of the compilation process for the workshop binders and the establishment of a process for conducting an initial survey of workshop participant in regards to desired agenda topics and format for the sessions.

Special Projects Undertaken by Municipal Clerk

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

- Preparation of Leases (Senior Citizens Association; Central Saanich Lions Club)
- A potential road closure file
- Maintenance of the District's website
- Participation in Employees Agreement negotiations, grievances and related personnel issues