



Administration Services

Departmental Activity Report

January – April, 2008

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Council and Committees

No. of Agendas Prepared 46
No. of Sets of Minutes Prepared.....37
No. of Correspondence Items Prepared.....240

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received.....7
No. of Formal FOIPOP Files Closed 10

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, 2008 edition of the Community Focus Newsletter.

2008 Annual Budget / Five Year Financial Plan

The Administrator worked extensively with the Director of Financial Services on the preparation and presentation of the 2008 Annual Budget and Five Year Financial Plan. A series of six Budget Meetings commenced in March 2008, culminating in the final adoption of the Five Year Financial Plan and Tax Rates Bylaws on May 12, 2008. As part of this year's Annual Budget and Five Year Financial Plan process, the Administrator worked closely with the Director of Financial Services and the Consultant on preparation of the "Finance Options Review Report" which focused on a detailed analysis of the status of the District's accumulated reserves, surplus, statutory reserves, and issues related to the District's short and long term financial sustainability.

2008 Corporate Strategic Planning Process and 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 January 30 and 31, 2008. 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 one month of the conclusion of the Strategic Planning Workshops, and the new Plan was approved by Council on March 3, 2008. 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.

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 then approximately eight negotiation sessions running between January and March, 2008. The Administrator is the principal management representative involved in these negotiations, assisted primarily by 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. Negotiations culminated in late March with an agreed-upon Memorandum of Settlement, and the terms of the renewed Agreement were ratified by both the Municipal Council and the Central Saanich Employees in April. The renewed Agreement covers the period from January 1, 2007 to December 31, 2010.

New Council Orientation

In April, 2008 the Administrator commenced the planning and preparation process for the development of a program of Council orientation to be conducted following the 2008 Civic Election. In April the Administrator discussed with Council at a Committee Meeting Council's views and expectations with respect to the orientation program, and solicited input and feedback on the components of the program. Preliminary discussions have taken place with Johnson and Elligott in regards to possible facilitation assistance for two sessions of the program to be conducted either in December, 2008 or January, 2009, and discussions are taking place among the Regional CAO's on a possible joint orientation session to be conducted by Mr. George Cuff. Work on updating the District's "Council Orientation Manual" has also commenced.

2009 Community-to-Community Forum

In April the Administrator prepared an application for funding to conduct a Community-to-Community Forum in the first quarter of 2009. Both Tsawout and Tsartlip First Nations have confirmed their participation in the proposed Community-to-Community Forum. A format for the proposed Forum, as well as several discussion topics has already been proposed. A response to the District's funding application is anticipated to be forthcoming in July, 2008.

Attendance at Local Government Conferences, Seminars, etc.

The Administrator attended the January and March, 2008 bi-monthly meetings of the Regional Chief Administrative Officers, and in April attended the spring meeting of the Vancouver Island Chapter of the Local Government Management Association. At that meeting a session on New Council Orientation was conducted, at which time a number of materials and ideas were exchanged in regards to Council orientation programs to be conducted following the 2008 Civic Election. The Municipal Clerk attended the LGMA Election Workshop in March, 2008.

Farm Land Economic Viability Review Committee

The Administrator participated in meetings related to the Farm Land Economic Viability Review Committee initiative which has been spearheaded by Councillor Bryson. The Director of Planning & Building Services is the principal staff liaison to the Committee, and has been primarily responsible for compiling the various materials and assembling the Committee's final report. The Administrator provided his review and comments at each stage of the process, and the report of the Committee was presented to Council in June, 2008.

Development of Public Information and Communication Materials for the 2008 Civic Referendum

Following Council's approval during the 2008 Annual Budget process of an allocation of funding for the development of public information and communication materials required for the proposed 2008 Civic Referendum, the Administrator coordinated the issuance of a Request for Expressions of Interest for consulting assistance for this particular aspect of the Referendum. In early May the Administrator presented a Memorandum to Council recommending, on behalf of Council's Referendum Sub-Committee, that Staff be authorized to finalize a contract with Jack Stuempel and Associates Ltd. to provide communications consulting expertise and resources to assist the District in preparing the necessary public information and communication materials, including the proposed ballot questions, which will form the basis for the proposed 2008 Civic Referendum. Work on this particular project will be actively taking place during the second and third quarters of 2008.

Facilities Planning Process

In February and April, 2008 two comprehensive briefings were provided to Council in regards to the results of the detailed investigations and analysis of the Keating Cross Road and Public Works Yard sites in terms of their potential suitability for Fire / Police / Public Safety Building scenarios. The principal outcome of these workshops was to essentially rule out, at least for the time being, further consideration of both the Keating "Triangular" and Public Works Yard sites for locating either the Fire, Police and/or combined Fire and Police facilities. Staff and the consultant have been given direction to proceed with further detailed investigation and analysis of the property located at 1720 Keating Cross Road in terms of the potential viability of this particular site for either a new main Fire Hall or a co-joined Fire / Police Public Safety Building. The Administrator and Fire Chief are the principal Staff liaisons who have been working with the consultants (Omicron) on this particular project, and further reports on this next phase of work will be provided to Council in the third and fourth quarters of 2008.

Community Energy Plan Project

During the first quarter of 2008 work continued on the Community Energy Plan project, most particularly with the finalization of three "building blocks" for the eventual Energy Plan document. These three building blocks, which were presented to Council, are the report on the Public and Stakeholder Workshops which were conducted in December, 2007, a Corporate Energy and Greenhouse Gas Emissions Inventory, and a proposed Municipal Green Building Policy. In late April, 2008 the first draft of the Energy Plan was presented to Staff and copies were forwarded to the two Council liaisons to this particular project. The draft Energy Plan will be presented to Council at a Committee Meeting to be held in early June, 2008, to be followed by an Open House for the purposes of receiving community feedback and input on the draft Plan. The Administrator is the principal Staff liaison for this particular project.

Special Projects Undertaken by Municipal Clerk

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

- Potential Road Closure file
- Maintenance and administration of District's website
- Preparation for the Local Civic Election 2008
- Proposed Cat Spay / Neuter Bylaw
- Lease Agreements for Municipal Owned Buildings
- Co-ordination and submission of applications under the UBCM Tourism Funding Program (Phase 2)