



# Administration Services Departmental Activity Report May – August, 2008

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## Council and Committees

No. of Agendas Prepared ..... 39  
No. of Sets of Minutes Prepared.....25  
No. of Correspondence Items Prepared.....242

## Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received.....2  
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 liaised with the District's referendum communications materials consultant, and with the District's newsletter consultant, in regards to the preparation of the September 2008 ("Special Referendum Edition") of the Community Focus Newsletter.

## Facilities Planning Process

The Administrator and Fire Chief are the principal staff liaisons who have been working with the consultants (Omicron) on this particular project. Staff and the consultants 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. Interim briefings were given to Council on July 7 and August 18, 2008 in regards to the current status and progress of this project, and on September 29, 2008 an informational workshop with Council and the Police Board will be held for the purposes of reporting out on the work which has been undertaken as an outcome and follow-up to the direction given by Council after the last major workshop in April, 2008.

## 2007 Annual Municipal Report

With much assistance from the Municipal Clerk, the Director of Financial Services and the Administrative Assistant, the Administrator coordinated the compilation of the 2007 Annual Municipal Report which was presented to Council at the June 23, 2008 meeting of the Administration and Finance Committee. The 2007 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 2007 Audited Financial Statements and related Information Schedules. In addition, Council endorsed a recommendation that the District utilize as its performance objectives and measures for 2008 and 2009 the various "Actions" (This Year and Short Term) as well the "2008 Special Projects Outside of Core Services" which are specified in the most recent (January 2008) edition of the District's Corporate Strategic Plan.

## **Attendance at Local Government Conferences, Seminars, etc.**

The Administrator attended the May and July, 2008 bi-monthly meetings of the Regional Chief Administrative Officers, and the Municipal Clerk participated in two webinars regarding Electronic Document Management.

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

During May through August 2008 the Referendum Sub-Committee met on several occasions with the District's consultant on the development of the proposed ballot questions and the related public information and communication materials which will form the basis for the proposed 2008 Civic Referendum. The Administrator is the principal staff liaison for this particular project and has coordinated the various meetings and the submission of draft materials for approval by Council. By mid-August the approval of Council had been obtained on the four proposed ballot questions as well as all related communications material. A public Open House on the 2008 Civic Referendum has been scheduled for the late afternoon and evening of October 9, 2008.

## **New Council Orientation**

The Administrator continued the planning and preparation process for the development of a program of Council orientation to be conducted following the 2008 Civic Election. The updating and compilation process for the Council Orientation Manual, which will be distributed to all newly elected members of Council following the civic election, is nearing completion. Further discussions have taken place with Johnson and Elligott in regards to the content and agenda topics for two proposed externally-facilitated orientation sessions to be held early in 2009. Confirmation has also now been obtained that two "inter-municipal" orientation sessions to be hosted by Mr. George Cuff and Mr. Eli Mina will be scheduled in November, 2008 which will be open all members of Councils from the Capital Regional District municipalities.

## **Special Projects Undertaken by Municipal Clerk**

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

- Two Potential Road Closure files
- Maintenance and administration of District's website
- Preparation for the Local Civic Election 2008
- Proposed Cat Spay / Neuter Bylaw
- Chair of the District's Occupational Health & Safety Committee
- Coordinated and held four FOI internal training sessions for all District Staff
- Various Personnel matters

## **Community Energy Plan Project**

The draft Community Energy Plan for the District of Central Saanich was presented to Council at a Committee Meeting in early June, 2008, which was followed on June 25, 2008 by a Public Open House for the purposes of receiving community feedback and input on the draft Plan. Comments and letters on the draft Plan were received up until the end of July, and draft no. 2 of the Energy Plan incorporating a number of comments and suggestions from the public input process will be presented to Council at the end of September, 2008. The Administrator is the principal staff liaison for this particular project.

## **2009 Community-to-Community Forum**

The District has received a positive response from the Union of BC Municipalities in regards to its funding application for the proposed 2009 Community-to-Community Forum, and the Administrator commenced discussions with the facilitator who has participated in the two previous Forums. Confirmation is currently being sought from both the Tsartlip and Tsawout First Nations in regards to their participation in the proposed Forum, and the establishment of a working committee to develop the program and agenda topics for the Forum which has been tentatively scheduled for March 18 and 19, 2009.