



# Administration Services Departmental Activity Report January – April, 2009

January – April 2009

## Council and Committees

No. of Agendas Prepared ..... 34  
No. of Sets of Minutes Prepared.....34  
No. of Correspondence Items Prepared.....158

## Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received..... 9  
No. of Formal FOIPOP Files Closed ..... 5

## 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 2009 edition of the Community Focus Newsletter.

## Attendance at Local Government Conferences, Seminars, Special Events, etc.

The Administrator attended the following Local Government conferences, seminars, workshops and special events during the period January to April, 2009:

- Tri-Municipal Peninsula Council Meeting, February 3, 2009
- March 2009 Meeting of the Regional Chief Administrative Officers in Victoria, BC
- Chief Administrative Officers Forum, February 18-20, 2009, in Harrison Hot Springs, BC
- Climate Change Symposium sponsored by the University of Victoria School of Public Administration, January 21, 2009, Victoria, BC
- Participation on interview panel for Tsawout First Nation Chief of Operations position, February 3, 2009

The Municipal Clerk attended PADM 203 (Municipal Law) offered through Capilano University, (January – March over three weekends).

## Special Projects Undertaken by the Municipal Clerk

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

- Finalization of the Local Civic Election 2008.
- Maintenance and administration of District's website.
- Finalization of one Road Closure file.
- Chair of the District's Occupational Health & Safety Committee.
- Various Personnel matters.
- Request for Proposal for the District's written communication materials.
- 2009 UBCM Surveys
- Potential land acquisition for park purposes.

**2009 Community-to-Community Forum**

In late 2008 and early 2009 the Administrator coordinated the preparations for the “Community-to-Community Forum” involving the District of Central Saanich, the Tsawout First Nation and the Tsartlip First Nation. The first forum meeting was held on March 24, 2009 with the Tsartlip First Nation, and the second meeting was held on March 26, 2009 with the Tsawout First Nation. The two meetings were facilitated by Mr. Jamie Chicanot of ADR Education, and a report resulting from the meetings was prepared and presented to Council in April. Agreement on a number of proposed follow-up activities was achieved, and the various parties are currently working on the finalization of “Communications / Protocol” Agreements between the respective jurisdictions.

**2009 Annual Budgets / Five Year Financial Plan**

The Administrator worked extensively with the Director of Financial Services on the preparation and presentation of the 2009 Annual Budget and Five Year Financial Plan. A series of five budget meetings commenced in March 2009, culminating in the final adoption of the Five Year Financial Plan and Tax Rates Bylaws on May 13, 2009.

**2009 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 February 25 and 26, 2009. 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 subsequently was presented to Council within one month of the conclusion of the Strategic Planning Workshops, and the new Plan was approved by Council on April 6, 2009. 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 has been made available at the Municipal Hall main counter.

**New Council Orientation**

The Administrator oversaw the planning and preparation process for the development of a program of Council orientation for the newly elected Council. Council Orientation manuals were updated and distributed to all members of the new Council immediately following the November 15, 2008 civic election. Central Saanich participated in two “Inter-municipal” orientation sessions that were hosted in November 2008 by Mr. George Cuff and Mr. Eli Mina. A program of Council orientation specifically tailor-made for the Central Saanich Municipal Council members was also conducted between November 2008 and January 2009. The program entailed a total of six sessions including overviews of the various Municipal Departments, and more in-depth discussion of such topics as meeting and agenda procedures, conflict of interest, In Camera materials, acceptance of gifts, and an overview of some of the District’s major policy documents.

**Community Energy Plan**

In late January 2009, the Administrator presented a report to Council containing specific recommendations on a proposed implementation strategy for the District's Community Energy Plan (CEP) which was completed in late 2008. The proposed implementation strategy is based on five major components, and addresses a number of the recommended actions and follow-up initiatives which are contained in the CEP. Council endorsed the preparation of various Supplementary Budget Requests including the purchase of a hybrid vehicle and the completion of energy retrofits for the Cultural Centre and Centennial Park fieldhouse. Discussion also took place at the February Strategic Planning Workshop in regards to future strategies to pursue with respect to a number of additional proposed CEP actions. In 2009 Staff will also be working with the Capital Regional District in regards to addressing the requirement that the District measure and report on its energy consumption GHG emission targets.

**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 since 2006. In late January 2009 the Administrator presented a report to Council presenting recommendations in regards to next steps for the District's facility planning process. As a result of the report Council authorized that a detailed mechanical, electrical, architectural and structural (seismic and non-seismic) Building Condition Assessment be undertaken of the existing Municipal Hall complex, including the Fire, Police and Administrative wings. Council also authorized that a Supplementary Budget Request be prepared to undertake preparation of a proposed Business Case upon completion and presentation to Council of the detailed Building Condition Assessment and Renovation / Expansion cost estimates. Phase One of the Building Condition Assessment process was subsequently reported out to Council in May 2009, and the project is currently ongoing.