



# Administration Services Departmental Activity Report May – August, 2009

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## Council and Committees

No. of Agendas Prepared ..... 48  
No. of Sets of Minutes Prepared..... 36  
No. of Correspondence Items Prepared..... 165

## Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received..... 0  
No. of Formal FOIPOP Files Closed ..... 1

## 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. In particular, the Administrator dedicated considerable time and resources to the Senanus Waterline Litigation file, including two meetings with the Deputy Minister of Community & Rural Development, and attendance at BC Supreme Court on August 31, 2009.

## Community Focus Newsletter

The Administrator and the Municipal Clerk coordinated the story selection, preparation and review of the September 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 May to August, 2009:

- May and July 2009 Meetings of the Regional Chief Administrative Officers in Victoria, BC
- CRD "Forum of Councils", May 23, 2009

The Municipal Clerk attended the Lower Island Clerks and Corporate Officers Meeting in June, and the Local Government Management Association Annual Conference in Nanaimo (June 2009).

## Special Projects Undertaken by the Municipal Clerk

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

- Maintenance and administration of District's website.
- Chair of the District's Occupational Health & Safety Committee.
- Various Personnel matters.
- Finalization of Request for Proposals for the District's communication consultant.
- Land acquisition for park purposes.
- Two potential road closure files.

**Projects Initiated by Administration  
Department**

Administration has initiated the compilation of a Corporate Policy Manual to ultimately incorporate all of the District's policies across each of the respective departments. In addition, a review of the District's Soil Deposit and Removal Regulations as they pertain to lands located within the Agricultural Land Reserve has been initiated. Administration will be assisted in both of these projects by a University of Victoria Graduate MPA Co-op Student, Ms. Caitlin Brownrigg. It is envisaged that recommendations will be presented to Council prior to year-end in regards to amendments to the District's Soil Removal and Deposit Bylaw.

**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 June 2009 the Consultants reported out on Phase I of the detailed mechanical, electrical, architectural and structural (seismic and non-seismic) Building Condition Assessment that has been undertaken of the existing Municipal Hall complex, including the Fire, Police and Administrative wings. On October 28, 2009 it is proposed that the Consultants will report out on Phase II of the Building Condition Assessment project, which will be a financial quantification of the estimated renovation and expansion costs for upgrading of the existing Fire, Police and Administrative wings, as opposed to building new facilities. At that same meeting a report will also be presented to Council in response to Council's request that Staff review potential options for siting of a single new Main Fire Hall complex on a suitable site which could potentially negate the requirement for a second satellite facility.

**Highway 17 Joint Peninsula Steering  
Committee (Central Saanich, North Saanich,  
Sidney, Tsawout First Nation)**

Following up on one of the priorities noted by the Mayor in his Inaugural Address, the District of Central Saanich has taken the initiative to propose the establishment of a Highway 17 Joint Peninsula Steering Committee comprising the jurisdictions of Central Saanich, North Saanich, Sidney, and the Tsawout First Nation. Over the course of the late spring and summer draft Terms of Reference for the Steering Committee were developed by Central Saanich, and a preliminary meeting of the various jurisdictions was held in May to confirm interest and support, review the draft Terms of Reference, and discuss potential resource implications and next steps. The Steering Committee has now been formally constituted and the process has been initiated, and the inaugural meeting of the Steering Committee was held on September 24, 2009. Next steps will entail meeting with Ministry Staff in October, and further meetings of the Steering Committee to identify and prioritize a package of recommended intersection and access / egress improvements for the portion of the Highway 17 (Pat Bay Highway) traffic corridor located north of the Saanich / Central Saanich boundary to the Swartz Bay Ferry Terminal.

**2008 Annual Municipal Report**

With much assistance from the Director of Financial Services and the Administrative Assistant, the Administrator coordinated the compilation of the 2008 Annual Municipal Report which was presented to Council at the June 29, 2009 meeting of the Administration and Finance Committee. The 2008 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 2008 Audited Financial Statements and related Information Schedules. In addition, Council endorsed a recommendation that the District utilize as its performance objectives and measures for 2009 and 2010 the various "Actions" (This Year and Short Term), as well the "2009 Special Projects Outside of Core Services", which are specified in the most recent (February 2009) edition of the District's Corporate Strategic Plan.