



# Administration Services Departmental Activity Report September – December, 2009

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## Council and Committees

No. of Agendas Prepared .....52  
No. of Sets of Minutes Prepared.....47  
No. of Correspondence Items Prepared.....259

## Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received.....2  
No. of Formal FOIPOP Files Closed .....2

## Community Focus Newsletter

The Administrator and the Municipal Clerk coordinated the story selection, preparation and review of the January 2010 edition of the Community Focus Newsletter.

## 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.

## Projects Initiated by Administration Department

With the assistance of a University of Victoria Graduate MPA Co-op Student, Administration completed the compilation of a Corporate Policy Manual to incorporate all of the District's policies across each of the respective departments. In addition, under the general direction of the Administrator, the Co-op Student initiated a policy review of the District's Soil Removal and Deposit Bylaw regulations, and a comprehensive Memorandum was presented to Council in the Fall of 2009 recommending a number of potentially significant amendments to the Bylaw. A consultation process is currently being undertaken to solicit input and comments from agencies such as the Peninsula Agricultural Commission, the Agricultural Land Commission, and the various stakeholders involved in the Integrated Stormwater Management Plan process. A further report to Council in this regard will be presented in early 2010. Finally, in the Fall of 2009 Administration initiated the preparation of a draft proposed Pesticide Use Control Bylaw to apply to District-owned lands. The draft Bylaw will be presented to Council for preliminary consideration in January, 2010.

## 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 September to December, 2009:

- Union of BC Municipalities Annual Convention in Vancouver, BC
- Joint CRD / UVic School of Public Administration Climate Change Adaptation Workshop in Victoria, BC
- September and November 2009 Meetings of the Regional Chief Administrative Officers in Victoria, BC

At the UBCM Annual Convention the Administrator attended Meetings which were held with the Provincial Minister of Transportation and Infrastructure, the Agricultural Land Commission, and the BC Transmission Corporation regarding various issues pertinent to the District.

The Municipal Clerk attended the Lower Island Clerks and Corporate Officers Meeting in November.

**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.
- Land acquisition for park purposes.
- Two potential road closure files.
- Recruitment for Advisory Committees

**Facilities Planning Process**

The Administrator continued his coordination of the various activities related to the District's Facilities Planning process for Fire, Police and civic facilities. On October 28, 2009 the District's consultants (Omicron) reported out on Phase II of the Building Condition Assessment project, which presented 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. The ultimate outcome of that October, 2009 Meeting was Council's authorization to proceed with the preparation of schematic designs for both a new Main Fire Hall to be located on an appropriate site in the Keating area, and a new Municipal Hall building (Administration / Police) to be located on the existing Municipal Hall site. Architectural firms have been engaged for both projects, with timeframes for completion in the first quarter of 2010. Further status reports and recommendations will be presented to Council on an ongoing basis.

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

During the Fall of 2009 the District of Central Saanich continued to coordinate the meetings and process for the Highway 17 Joint Peninsula Steering Committee which comprises the jurisdictions of Central Saanich, North Saanich, Sidney, and Tsawout First Nation. The inaugural meeting of the Steering Committee was held on September 24, 2009, and the Committee met on two further occasions on October 22 and November 19, 2009. Meetings have entailed discussions with Provincial Staff from the Ministry of Transportation and Infrastructure, as well as the review of collision data, traffic volume counts and design standard information for the Pat Bay Highway corridor which has been provided by the Ministry. The next meeting of the Steering Committee has been scheduled for January 21, 2010, to commence the process to begin formulating recommendations and prioritizations to be submitted to the Ministry for improvements and upgrades to the portion of the highway traffic corridor located north of the Saanich / Central Saanich boundary to the Swartz Bay Ferry terminal. A delegation from the Steering Committee also met with the Minister of Transportation and Infrastructure at the Union of BC Municipalities Annual Convention in September, 2009, and meetings with the Provincial MLA and Federal MP regarding the activities of the Steering Committee are proposed for January, 2010.