



Administration Services Departmental Activity Report January – June, 2010

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Council and Committees

No. of Agendas Prepared71
No. of Sets of Minutes Prepared.....54
No. of Correspondence Items Prepared.....304

Freedom of Information / Protection of Privacy

No. of Formal FOIPOP Requests Received.....2
No. of Formal FOIPOP Files Closed3

Community Focus Newsletter

The Administrator and the Municipal Clerk coordinated the story selection, preparation and review of the May 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.

2010 Annual Budget / Five Year Financial Plan

The Administrator worked extensively with the Director of Financial Services on the preparation and the presentation of the 2010 Annual Budget and Five Year Financial Plan. A series of five Budget Meetings commenced in March 2010, culminating in the final adoption of the Five Year Financial Plan and Tax Rates Bylaws on May 10, 2010.

2010 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 material for the Corporate Strategic Planning workshops which were held on February 10 and 11, 2010. 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 March 1, 2010. The new Strategic Plan has been printed 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.

Special Projects Undertaken by the Municipal Clerk

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

- Formalized Bylaw consolidation process
- Bylaw list reconciliation
- MTI Bylaw amendments.
- Various personnel matters.
- Property disposition file research, & two potential road closure/property transfer files.
- ISMP Awards public relations liaison
- Recruitment process for Police Board
- Spring Community Focus newsletter

2009 Annual Municipal Report

With much assistance from the Director of Financial Services and the Administrative Assistant, the Administrator coordinated a compilation of the 2009 Annual Municipal Report. The 2009 Annual Municipal Report was prepared and assembled in accordance with the statutory requirements of the *Community Charter*. The Annual Report, which contains the District's audited Financial Statements for 2009, will be presented to Council at the Special (Open) Council Meeting to be held on August 3, 2010. The Report also recommends that the District utilize as its performance objectives and measures for 2010 and 2011 the various "Actions" (This Year and Short Term), as well as the "2010 Special Projects Outside of Core Services", which are specified in the most recent (February 2010) edition of the District's Corporate Strategic Plan.

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 June, 2010:

- Chief Administrative Officers Forum, January 13-15, 2010 in Victoria, BC
- January, March and May 2010 Meetings of the Regional Chief Administrative Officers in Victoria, BC
- CRD "Forum of Councils", May 15, 2010

The Municipal Clerk attended the Annual Local Government Management Association Conference, as well as Local Gov't Law, & Parliamentary Procedure Seminars.

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

From January through June 2010 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 Committee has held a total of seven (7) meetings. During the first half of 2010 the Committee consulted with Staff from the Ministry of Transportation and Infrastructure; the various major stakeholders who were involved in the preparation of the Highway 17 Corridor Planning Strategy document (Victoria Airport Authority, BC Ferries, BC Transit, and the Insurance Corporation of BC); the Saanich Peninsula First Nations; the various Saanich Peninsula Policing and Fire Protection agencies, and the local MP and MLA. In late June the Steering Committee presented to the four sponsoring Councils its recommended "Project Priorities and Recommendations for the Saanich Peninsula Portion of the Highway 17 Traffic Corridor". It is proposed that once this list of recommended project priorities and recommendations has been adopted by the four sponsoring jurisdictions, then the list will be forwarded to the Minister of Transportation and Infrastructure to assist the Ministry as it works to determine its future capital requirements for Highway 17.

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. During the first six months of 2010 the architects for both the proposed New Main Fire Hall and the proposed New Main Town Hall projects continued with preparation of schematic designs for the respective facilities. On May 25, 2010 the architects for the proposed New Main Fire Hall project reported out to Committee and made an informational presentation on the schematic design and Class D cost estimate for the proposed new facility. The schematic design for the proposed New Town Hall facility is scheduled to be presented to the Project Steering Committee in September 2010.

Projects Initiated and Coordinated by Administration Department

During the first six months of 2010, the Administrator was primarily responsible for initiating and coordinating the following special projects which have either been completed or are currently underway:

- Pesticide Use Control Bylaw: With the assistance of the Corporate Officer, the District has adopted a Pesticide Use Control Bylaw to apply to District-owned lands, and has concurrently adopted an Integrated Pest Management Policy which was prepared by the Superintendent of Public Works.
- Site Selection Process for Proposed New Main Fire Hall: The Administrator, with the assistance of the Fire Chief, has been working with the District's legal counsel and consultants on the ongoing site selection process for the proposed New Main Fire Hall.
- Proposed Amendments to the District's Soil Removal and Deposit Bylaw: The Administrator has initiated and overseen the consultation and bylaw drafting process for proposed amendments to the District's Soil Removal and Deposit Bylaw to expand the jurisdiction of the Bylaw to regulate lands located in the Agricultural Land Reserve. The Bylaw is in the final stages of public consultation and drafting, and it is proposed that the Bylaw be given the necessary readings and referred to the required senior government jurisdictions for approval in the Fall of 2010.
- Development of a Canada Geese Management Strategy: As proposed in the District's current Strategic Plan, the Administrator has coordinated the process for formulation of a proposed Staff working group to work with senior levels of government and the Peninsula Agricultural Commission towards the drafting of a grant application for the development of a Canada Geese Management Strategy. This process is ongoing, with the objective of submitting a grant application to the appropriate funding authorities in the Fall of 2010.
- Review and Update of District's Development Cost Charges: The Administrator is the principal Staff liaison who is working with the consultant who has now been selected for the update and review of the District's Development Cost Charges. An initial report recommending consultant selection was presented to Council in June 2010, and this project is anticipated to be ongoing for an approximate period of nine months, and will involve future presentations to Council and a process of public consultation.