



# Administration Services Departmental Activity Report January - June, 2011

January - June 2011

## **Council and Committees**

No. of Agendas Prepared .....94  
No. of Sets of Minutes Prepared.....66  
No. of Correspondence Items Prepared.....210

## **Freedom of Information / Protection of Privacy**

No. of Formal FOIPOP Requests Received.....4  
No. of Formal FOIPOP Files Closed .....7

## **Community Focus Newsletter**

The Administrator and the Municipal Clerk coordinated the story selection, preparation and review of the May 2011 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.

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

The Administrator attended the January, March, May and July Meetings of the Regional Chief Administrative Officers in Victoria, BC. The Administrator and Ms. Susan Brown also attended a Municipal Law Seminar sponsored by the Valkyrie Group which was held on March 30, 2011 in Victoria.

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

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

- 2011 Civic Election Preparation
- District Lease Agreement Renewal (two files)
- Media Relations Policy and Guidelines
- Alternative Approval Process with Project Manager
- Website Update and Maintenance
- Completion of three substantial Freedom of Information requests
- Various personnel matters
- Property acquisition file
- Coordination of review of road race events
- Spring Community Focus newsletter

## **2011 Annual Budget / Five Year Financial Plan**

The Administrator worked extensively with the Director of Financial Services on the preparation and the presentation of the 2011 Annual Budget and Five Year Financial Plan. A series of five Budget Meetings commenced in March 2011, culminating in the final adoption of the Five Year Financial Plan and Tax Rates Bylaws on May 10, 2010.

**Status / Update of “Action Items” in District’s Strategic Plan**

The Administrator coordinated a process of reporting out to Council on the status of the various “Action Items” and special projects which are contained in the current version of the District’s Strategic Plan document, and presented a report to Council updating the status of each of these Action Items and the accomplishments to date.

**Review and Update of District’s Development Cost Charges**

The Administrator, who is the principal Staff liaison who is working with the consultant on the District’s Development Cost Charges (DCC) Review and Update Project, coordinated an Open House which was held on January 26, 2011, to present to the community the draft DCC Background Report and accompanying proposed new DCC rates. A follow-up report was subsequently presented to Council containing the final DCC Background Report and recommended new DCC rates and accompanying Bylaw. The Bylaw was subsequently adopted in the Spring of 2011 after receiving the approval of the Ministry of Community, Sports and Cultural Development.

**Facilities Planning Processes**

The Administrator continued his coordination of the various activities related to the District’s Facilities Planning process for Fire, Police and civic facilities. Two major project planning processes are currently being undertaken relating to a proposed new Main Firehall to be constructed in the Keating area, and a proposed new Town Hall project for the current Municipal Hall site.

**1. Firehall Project**

In the late Winter of 2010 a comprehensive report was presented to Council outlining the recommended next steps in the proposed new Main Firehall project process including the commencement of an Alternative Approval Process for the required borrowing for the project. That process was undertaken during the Spring of 2011, concurrent with the preparation of working / construction drawings for the project. Also, on May 11, 2011 a second Public Open House was held to present the results of the detailed design development process for the proposed new Main Firehall. Through the Alternative Approval Process, the electors’ approval was obtained resulting in the adoption of the required Loan Authorization Bylaw. A rezoning process for the proposed site for the new Main Firehall is currently in progress.

**2. Proposed New Municipal Town Hall (Administration/Police) Facility**

During the first half of 2011 a further phase of schematic design, cost estimation and construction planning was undertaken with the assistance of several professional consultants. In June 2011 a Public Open House was held to present the schematic drawings and other related project materials. A follow-up report is currently being prepared for consideration by the new incoming Council in late 2011, which will contain recommendations in regards to the proposed next steps in the project.