



ADMINISTRATION REPORT TO COUNCIL AUGUST 25, 2026 Council Meeting

July 20 – August 11, 2026

Updates:

Completed work this period:

- CAO meetings with Public Works Operations Coordinator
- Council meeting follow up – letters, etc.
- July Utility Billing
- Collaborate with ISC and SAMA to correct previous property tie error
- Collaborate with Water Security Agency relating to permits issued for residents using water lines from the lake
- Tax Enforcement updates and reconciliations
- Research for any agreements in place for beaches
- Complete and submit Mill Rate Return
- Change of Ownerships
- Apply for extension for SGI Traffic Safety Grant (supply chain issues)
- Collaborate with SUMA Legal for encroachment and drainage agreement templates
- Planning and development – issuance of permits, notifications of expirations, building orders, review of new development applications
- Organize bylaw remediation of two property yard clean ups
- Neptune webinar – reporting changes and releases
- Continued decommissioning sewer research
- Short Term Rental and Zoning bylaw work

Work Planning for this month & Upcoming Months:

- Tree Policy Completed
- Tax Abatement Policy completed
- Fire/Fireworks Bylaw
- Governance/ Health & Safety/HR Policies
- Noise Bylaw/Special Events Application
- Work on SOPs for PW & Administration
- Zoning bylaw complete update
- Performance Reviews with all staff - complete in next couple weeks (2 completed)
- Subdivision Agreements
- Bylaw updates drafted / Register with Bylaw Court
- Asset Management plan update completed
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution/How to Deal with Difficult Customers Training for all staff
- Complete electronic filing cleanup/organization

In addition to above, keep in mind that all staff have routine, day-to-day activities such as answering calls, emails, collecting & processing payments, payroll, communications out to resident via FB, website & Voyent Alert, preparing council agendas & drafting minutes, signing of cheques, etc., meetings, accounts payable, office cleaning, bylaw enforcement as required, building permits, change of ownerships, tax certificates, etc. that also consume a significant amount of time.