ADMINISTRATION REPORT TO COUNCIL
SEPTEMBER 22, 2026 Council Meeting

September 14 – October 13, 2026

Updates:

- → Admin Assistant Vacation – Sept 14-25, Leave Sep 28-current
- → Assistant CAO Vacation – Sept 21-25
- → CAO Vacation – Sept 15 (1/2 day), Oct 2, Oct 5 (1/2 day), Oct 7 (1/2 day) Oct 8 (1/2 day)

Completed work this period:

- → CAO meetings with Public Works Operations Coordinator
- → Employee matters
- → Council meeting follow up – letters, etc.
- → Seasonal Water OFFs
- → Sept Utility Billing
- → Tax Enforcement updates and reconciliations
- → Review and process Development Applications, Building Orders, Permit Issuance/Expirations
- → Create Master Customer List for mass mailouts
- → Submit Maintenance List to SAMA
- → Work on Standard Operating Procedures for all Assistant CAO duties (ongoing)
- → Zoning Bylaw Amendment sent and acknowledged by Ministry
- → Ratepayers Meeting mailout drafted
- → Collaborate with Community Planning and SAMA to determine Municipal Reserve requirement value for subdivision application
- → Reconciled and set up Seasonal Water line records in Munisoft
- → Develop updated “Welcome Package” for new residents
- → Process Change of Ownerships
- → Investigate excessive consumption as requested by residents
- → Employment Contract for Public Works Temporary Labourer
- → Water Break -contacted property owners to advise them water would be turned off / postings for PDWA, etc.
- → Scheduling of Waterworks System Assessment and kick-off meeting scheduled
- → Created ‘Application for Minor Variance’ as per Zoning Bylaw
- → Meetings onsite with property owner/developer for development applications
- → SUMAssure renewal package completed
- → Joint Use meeting (via Zoom) – Oct 5

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
- → Subdivision Agreements
- → Bylaw updates drafted / Register with Bylaw Court
- → Asset Management plan update completed

- → 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.