



ADMINISTRATION REPORT TO COUNCIL JULY 28, 2026 Council Meeting

June 15, - July 19, 2026

Updates:

- CAO Vacation July 2-9
- Karen Vacation July 6, 13

Completed work this period:

- CAO meetings with Public Works Operations Coordinator
- Council meeting follow up – letters, etc.
- June Utility Billing
- Follow up on Order to Remedies for bylaw contraventions
- Set up of new Moneris machine (debit)
- Numerous Tax questions
- Work with Tree planter to arrange tree planting event
- Coordinated Wildlife Officer to obtain permit from Sask Conservation and Resources
- Coordinate contracted services for bylaw remediation of unkept properties
- Send notification of expiring building and development permits
- Obtain names of engineers
- Obtain appraisal of 1st street property at request of council
- Numerous Planning and Development submissions, inquiries, application processing
- Preparation of 2027 SAMA Maintenance List
- Redeploy traffic sign
- AED - call to service
- AED reorder & install new pads

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.