

Administrator's Report – July 13, 2023

HR

- Unexpected medical leave: June 28th – June 30th
- Jelaine scheduled time off July 24th – 28th

2022 Audit

- 2022 Audit returned on June 19th
 - Not satisfied with what was received – will work with Janke to correct entries that they are requesting to be made that do not show a true reflection of operations in 2022.

2022 Waterworks Annual Statement, Rate Policy & Capital Investment Strategy

- Completion postponed until 2022 Audit is corrected.

Bank Reconciliation and Financial Statements completed for June 2023

Housing Accelerator Fund – CMHC Grant

- I have started working on our application for funding for water/sewer line replacement and continued development of the subdivision to the west of the Community Hall.
 - Deadline is August 18th, 2023 with Grant Awards going out in late Fall 2023.

Tax Enforcement Processing

- 2021 Enforcement to continue after Council authorization for Proceeding with obtaining title.
- 2022 Enforcement process started – Courtesy Letters sent June 1st, List of Lands generated on July 10th to be submitted to Council July 18th and published in the Journal on July 28th, 2023.

Bylaws Up for Review

- Draft Building Bylaw to comply with new standards has been sent to Building Official for review and recommendations.
- Emergency Measures Bylaw
 - Meeting on June 21st – made progress on updating contacts and reference materials.
 - Working on identifying differences between SPSA model documents and current drafts.
 - Next meeting to be scheduled once comparison is complete and everyone has had a chance to review the proposed changes.
 - I wrote my ISC 100 exam and received my Certificate.
- Traffic Bylaw to be next for review once Emergency Measure Bylaw is closer to completion.

2023 Building/Development Permits

- 2023/00 Wiens – **Change of Occupancy @ 40 Railway Ave. - Complete**
- 2023/01 Van Meter - **Addition @ 561 Parkdale St. – Approved**
- 2023/02 Flowerday - **New Build @ 645 Nicholson Dr. – Approved (In Process)**
- 2023/03 Buhler - **New Build @ 630 Elm Ave. – Approved (In Process)**
- 2023/04 Schmidt - **New Build @ 2909 Albert St.– Approved (In Process)**
- 2023/05 Carrot River Agencies – **New Elevated Deck @ 2 Main Street - Approved (In Process)**
- 2023/06 Mennonite Church – **New Outbuilding @ 2707 Poplar Ave. – Approved**
- 2023/07 Suncor - **Update/Addition @ 145 First St. W.– Approved (In Process)**
- 2023/08 Clancy – **New Garage @3333 Third St. NE –Approved (In Process)**
- 2023/___ Mazurek Industries – **Addition @173 Birch Road – Additional Documentation Required**

Next Committee Meeting Date

(Closed to Public):

August 1st, 2023 (If Needed)

Next Regular Council Meeting Date

(Open to Public):

August 15th, 2023

