



## ***MEMORANDUM***

FROM: Administration  
TO: Chair Trask, Reeve Harwood, All Councillors  
SUBJECT: Administration Committee Meeting

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A meeting of the Administration Committee will be held on:

**Monday, June 5<sup>th</sup>, 2023 @ 8:30 am**

Please join my meeting from your computer, tablet or smartphone.

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### **AGENDA**

1. Call to Order
2. Adopt Agenda
3. Administration Carry Forward Action List
4. AD 23-008 – Tax Title Property – Neuhorst – Division 6, Lot B, Block 1, NW 31-39-4-W3, Plan 61S07491, 344-002031234
5. Bylaw Enforcement Update – Verbal
6. Adjourn

**ADMINISTRATION/FINANCE/HR**  
**Carryforward Action List – CURRENT**

Date	Action Item/Request	Source	Status
October 2021	<b>Gordie Howe Subdivision</b>	Administration Committee	<p>RM legal counsel continues to follow up with the lenders for the Willison subdivision.</p> <ul style="list-style-type: none"> <li>• March 2023 – Waiting on the Consent of Mortgagee to Transform. Legal has resent the request and is following up.</li> <li>• May 2023 – Still waiting on the Consent of Mortgagee to Transform.</li> <li>• <b>June 2023 – There are no additional costs to the RM for legal’s efforts to get the transfer and subdivision consent documentation signed. There may be a cost once the documents are registered.</b></li> </ul>
December 2021	<p><b>RM Emergency Plan</b></p> <p><b>Issue:</b> Is the RM's Emergency Plan up to date?</p>	Administration Committee	<ul style="list-style-type: none"> <li>• March 29, 2022 – The Emergency Plan is being reviewed by the Coordinator of Health, Safety, and Environmental Control. Sections 6 (RM Notification System) and Section 7 (Resource List) are currently being updated to ensure contact information is up to date.</li> <li>• September 6, 2022 – this is currently being evaluated by Administration.</li> <li>• October 31, 2022 – Administration has a draft job description for a Health &amp; Safety Coordinator. Position posting anticipated in early November.</li> <li>• December 2022 – position to be posted in December.</li> <li>• January 2023 – screening applications and interviewing.</li> <li>• March 1, 2023 – health and safety coordinator position starts.</li> <li>• <b>May 31, 2023 – Updating of contact information in report is currently being undertaken and an initial review of the Plan to date has not identified any concerning omissions. This report is a ‘living’ document and will be monitored against current legislative requirements to ensure compliance and make recommendations for Best Practice.</b></li> <li>• <b>June 2023 – seeking approval to remove this action item from the list</b></li> </ul>

**ADMINISTRATION/FINANCE/HR**  
**Carryforward Action List – CURRENT**

Date	Action Item/Request	Source	Status
November 21, 2022	<p><b>Municipal Reserve Funding Request</b></p> <p><b>Issue:</b> Administration tasked to follow up with information regarding applications for MR funding and report back to council</p>	Administration Committee	<ul style="list-style-type: none"> <li>• December 2022 – Administration reviewing the municipal reserve fund and anticipated projects and revenues.</li> <li>• January 2023 – still part of workplan.</li> <li>• March 2023 – Corporate Services and Planning departments are working to establish a framework for this program and bring forth a report on the details of anticipated MR revenues and requests for funding.</li> <li>• May 2023 – ongoing review to determine funding sources, development of an online application and information package with eligibility requirements.</li> </ul>

**Subject**

**Tax Title Property – Neuhorst – Division 6, Lot B, Block 1, NW 31-39-4-W3, Plan 61S07491, 344-002031234**

**Recommendation**

**That Council receive the update regarding tax title property on Lot B, Block 1, NW 31-39-4 W3rd Plan 61S07491**

**Background**

October 2019 Administration presented to the Head of Council a List of Tax Arrears. The List was publicly advertised on October 30, 2019, for a period of 60 days and on January 7, 2020, a Tax Lien was registered on the above parcel.

Six Month Notices were issued in October 2020. Upon expiration of the Six-Month Notice period application was made to the Provincial Mediation Board.

The Provincial Mediation Board issued consent January 19, 2022, which was registered as a sub-interest on the title February 16, 2022.

30 Day Final Notices were sent December 8, 2022, to the registered owners and parties with interests registered on the title.

Due to safety concerns a fence surrounding the property was installed January 2023. The rental costs are added to the property. The fence remains secure until such time the property is deemed safe.

Title was transferred to the R.M. February 7, 2023.

On May 24, 2023, the subject property was tested for asbestos. Results showed that there is 20% asbestos in the flooring material to be professionally removed before the dwelling is demolished.

Under *The Tax Enforcement Act* the R.M. has one year from the date of obtaining title to offer it for sale either by public auction or by tender by sealed bid.

Previous properties that were transferred to the R.M. under the tax enforcement process were disposed of through public tender advertised in the Clark's Crossing Gazette and posted on the R.M. website. Correspondence was also sent to neighbouring landowners.

This property will be publicly advertised for sale in June 2023.