



MEMORANDUM

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

A meeting of the Administration Committee will be held on:

Monday, September 11th, 2023
Immediately following the Planning Committee Meeting

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AGENDA

1. Call to Order
2. Adopt Agenda
3. Administration Carry Forward Action List
4. AD 23-010 – 2024 Budget – Special Administration Committee Meetings
5. SARM Convention – Potential Resolutions (verbal)
6. Adjourn

ADMINISTRATION/FINANCE/HR
Carryforward Action List – CURRENT

Date	Action Item/Request	Source	Status
October 2021	Gordie Howe Subdivision	Administration Committee	<p>RM legal counsel continues to follow up with the lenders for the Willison subdivision.</p> <ul style="list-style-type: none"> • March 2023 – Waiting on the Consent of Mortgagee to Transform. Legal has resent the request and is following up. • May 2023 – Still waiting on the Consent of Mortgagee to Transform. • 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.
December 2021	<p>RM Emergency Plan</p> <p>Issue: Is the RM's Emergency Plan up to date?</p>	Administration Committee	<ul style="list-style-type: none"> • 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. • September 6, 2022 – this is currently being evaluated by Administration. • October 31, 2022 – Administration has a draft job description for a Health & Safety Coordinator. Position posting anticipated in early November. • December 2022 – position to be posted in December. • January 2023 – screening applications and interviewing. • March 1, 2023 – health and safety coordinator position starts. • 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. • June 2023 – seeking approval to remove this action item from the list

ADMINISTRATION/FINANCE/HR
Carryforward Action List – CURRENT

Date	Action Item/Request	Source	Status
November 21, 2022	<p>Municipal Reserve Funding Request</p> <p>Issue: 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"> • December 2022 – Administration reviewing the municipal reserve fund and anticipated projects and revenues. • January 2023 – still part of workplan. • 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. • May 2023 – ongoing review to determine funding sources, development of an online application and information package with eligibility requirements.

Subject:

2024 Municipal Budget Process

Recommendation

That the Administration Committee identify two additional meeting dates for the 2024 Municipal Budget Process discussions.

Background

As part of the regular 2024 Budget Planning process, additional meetings will be required with the Administration Committee prior to the presentation of the preliminary budget package to Council.

Proposed Additional Committee Dates

Administration is proposing one additional Committee meeting in the months of October and November 2023. The additional meeting times are proposed to begin at 9am for the following potential meeting dates:

October:

- Wednesday October 25
- Thursday October 26
- Monday October 30

November:

- Tuesday November 28
- Wednesday November 29
- Thursday November 30