



# REPORT

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**TO:** Mayor and Council

File: 0640.30

Date: February 9, 2023

**FROM:** Lorraine Hilton  
Chief Administrative Officer

To Council  
February 21, 2023

**RE: 2022 Period Three Activity Report – September 1 to December 31, 2022 – FOR INFORMATION**

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## **PURPOSE:**

To report to Council on the activities at the Council Strategic Plan and departmental level for Period 3 (September to December of 2022).

## **BACKGROUND:**

The last of the reporting period of 2022 reflects of the following accomplishments.

Staff continued to focus on carrying out Council directives, providing services to the public, moving forward on strategic priorities, and undertaking the capital projects approved in the financial plan. The following summary list includes capital and/or other larger projects and strategic priorities that staff has been working on in addition to other Council directives that are reported on in the attachments:

- Emergency Program Strategic Plan Implementation
- Culvert maintenance and culvert replacement program
- Corry Bridge repairs
- Capital program planning
- Council/Committee appointments
- Local Election
- Paving program and procurement
- Ecoasis groundwater licence referral response
- Possibilities for seasonal access (Bukin Drive)
- Committee appointments
- Information Technology upgrades
- Procurement of Generator for East Fire Hall
- Step Code Implementation
- Highland parks signage design
- Community Hall storage fencing
- Strategic Planning Process

Attached for review is the Activity Reporting for September 1, 2022 to December 31, 2022 grouped by area. The activity reporting for the last four months covers the host of tasks administered by staff, and also includes special projects/strategic priorities, some of which are more broadly noted above.

This reporting covers:

- General Administration/Finance
- Planning and Subdivision
- Building
- Bylaw Enforcement
- Fire Department

As the year-end financial data is not yet available, a financial report is not included. This information will be available during the budget process.

### **STAFF RECOMMENDATION**

That the September 1, 2022 to December 31, 2022 Activity Reports attached to the report from the Chief Administrative Officer be received.

Respectfully Submitted,



Lorraine Hilton  
Chief Administrative Officer

Attachments