**Goals / Objectives for Periods: June July 2022.**

1. **2021 Auditor Brian King:** Review with Council May 17, 2022. Open House on June 16, 2022 release of the December 31, 2021 Financial statement, accrued net financial assets at $118,081.
2. **Muniware Year End Procedures:** Brian King provided the list of yearend entries. Post & balance all GL lines and subsequently close off 2021 calendar year. Complete file transfer to basement for storage. Once balancing has been verified, CLOSE Modules A/P A/R & G/L in the Muniware system.
3. **Management Task List:** Revise copy of task list. Establish priorities to tackle in the next few months based on council guidance.
4. **12 Cochrane Water break Rehabilitation:** Administration held a meeting to discuss an action plan to fix the area located in front of 12 Cochrane. Ratepayer engaged in the plan to bring the ground back to normal. Last event, June 14, 2022, topsoil and grass seed planted. Last step is to finish patching sunken ground and manage the sidewalk. 2023 paving project, street and sidewalk.
5. **2021 Canada Summer Jobs:** Canada Summer Jobs application submitted. No response from the program. Last update on funding was to be released on June 12, 2022. Did not get an email either way so it’s safe to say, no funding under this program for 2022. Councillor Hall working on it, no update.
6. **Taxervice:** 2022 Tax sale properties have received notice. Title transfer on ROLL 23000 complete. Transfer AMSC insurance to 31 Rydberg complete. Engage council on a marketing plan. Internal pictures taken by D.M. Laing, need copies. **Action Plan on 31 Rydberg to be developed this month.**
7. **Alberta Emergency Management Agency:** D.E.M. Training seminar completed. Booklet provided. Needs to set aside three to four days this summer to rebuild our Emergency Measure Plan, as it is extremely outdated. As discussed at the seminar and in council chambers, the D.E.M. position should not be the same person as the C.A.O., cross over of duties to lengthy to complete both tasks. **Action Plan. Request assistance from council to complete this project.**
8. **MSI Capital Grant Program & F.G.T.F. Program Application:** Brian King has signed off with Municipal Affairs and provided the final reporting as required. This concludes his responsibilities. S.F.E. year end reports have been reviewed, balanced and signed off online. Capital grants closed this year includes the fire hydrants replacements project & shop equipment upgrades. Grants to remain open includes Municipal Stimulus for CC Valves, roughly $10K left.
9. **BUDGET 2022 & TAX RATE BYLAW:** Final budget approved April 19, 2022. Tax Rate Bylaw approved May 17, 2022. Combined Tax assessment notices mailed out May 19, 2022. Deadline for payment without penalty, July 31, 2022. Community letter updated. Follow up in place with Financial Institutes who pay taxes for ratepayers.
10. **Staff Management:** Building weekly check lists for all administration staff. Review every second day to maximize performance and get jobs done.