

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 6/24/2024 - 8/9/2024

Financial

- Tax deadline has passed.
- Monthly Council Financial Reports continue to be provided very timely, thanks to Karine. As with June's report, July's Council Financial report contains additional schedules with a more detailed breakdown for a selection of line items to provide more insights and information into the Town's finances and budgets.
- Submitted/Updated 2024 capital funding applications for CCBF (previously Federal Gas Tax) and MSI (2024 projects were still utilizing remaining MSI funding and not any of the new LGFF funding).
- Submitted NRED grant final reporting for the Northpoint ASP project and the Broadband Study.
- Rolled forward budget in Questica to start preparing for 2025 budget discussions.

General

- On July 30 we held an Audit and Finance Committee Meeting as well as a Facility and Infrastructure Planning Committee (FIPC) meeting. A number of items were addressed, including:
 - Undertook a review of the Cemetery Bylaw and Cemetery Fees. Proposed updated cemetery fees were presented to the Audit & Finance Committee and are now being presented to Council in the form of a new Bylaw for first reading.
 - Reviewed the Claresholm Coordinated Response to Elder Abuse Committee request for a 0.5 FTE FCSS position that was referred to the Audit and Finance Committee. This is also coming back to Council for approval based on the committee's motion.
 - Presented preliminary financial estimates for revenues and expenditures, and alternative options, for a proposed Community Peace Officer (CPO) position.
 - 2024 interim budget to actual review of the Town's operations, discussing variances and concerns.
 - Began preliminary 2025 capital budget discussions, reviewing list of potential projects.
- Working on an ongoing Meter/ERT issue with one of our meters with ITRON/Metercore.
- Communications and Recreation Surveys have run for the last nearly 2 months. We have received 287 responses online, which isn't bad, though not as good of a response rate as hoped. There are a few responses received on paper that still have to be added. Results have not been reviewed or publicized yet.

Submitted by
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Director of Corporate Services