



The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting
Report to: Council
Report from: CAO/Treasurer
Department: Administration
Title: Administration Department Update as at May 2, 2024

PURPOSE:

To provide Council with an update on the current activities of the Administration Department.

BACKGROUND:

Staff have been busy with:

- Several pre-consultations for planning and development opportunities for residents and property owners
- Water & Sewer collections, due date April 30, 2024
- BISB and BESB Committee Meetings
- Negotiations for Daycare Rentals (see request on agenda)
- Managing email technical difficulties within the office

Noted above, the office has been working with our external IT contractor in correcting our email hosting issues. Our host, OSM, has been in the process of changing ownership and there have been some complications. The Municipality will be required to find alternate hosting of the website and emails in order to get back up to full operations. We have been working with the IT contractor on getting emails transitioned.

Outstanding Tasks – see attached schedule.

The following is an update on status of Tasks:

- Pre-Consultation Policy – on agenda for Council approval
- Invitation to Enbridge for Council Meeting Attendance – confirmed for May 29th meeting

Note that the 18 completed tasks that were completed in 2023 have been removed from the list to tidy it up. Going forward, the list will have anything that has been completed more than 3 months prior deleted.

OPTIONS:

None

FINANCIAL IMPLICATIONS:

None

IMPACT:

None

RECOMMENDATION:

BE IT RESOLVED THAT Council receive the Administration Department Update as at May 2, 2024 as presented.