

Assistant Administrators Report – November 8, 2016

- Carried out Election Day procedures and all associated tasks, informed Government agencies and the public.
- Prepared information packs for Councillors
- Formatted and updated laptops for new councillors
- Liaised with Munisoft regarding utility program and up dates for receipting laptop
- Supported public work staff with procedures for water break on 1500 block Grand Ave
- Prepared, printed and mailed monthly water bills
- Issued 1 new building permit
- Updated social media and website

Information

- All remedial work on the hill by the ball diamonds has been completed.