



Assistant CAO Report

For Meeting Date: December 20, 2023

Prepared by: Rachel Sillers

Date Prepared: December 7, 2023

I have continued to work on the 2024 draft budget making minor amendments based on Council's conversations in committee. Following the budget meeting on December 6th some items will be added to the Capital Plan for future years and other items will be updated based on cost estimates.

I have started working on some website revitalization, testing out some of our proposed new brand standards to help revitalize some areas of our current website. In the new year Whitney and I plan to expand key areas of the website and provide online visitors with more information. This will eventually tie into the big picture plan for our online and social media presence. Major visual changes will come once our branding project is completed and approved.

The Admin Team has started preparing for 2023 year with our interim audit scheduled for December 12. Again, we will be aiming for financial statements to be finalized and available earlier than June, without having to consolidate Outlook-Rudy joint Protective Services and the Joint Health Committee we should be in a good position to deliver on that goal.

Work continues on the Tangible Capital Assets review and spreadsheet. With Public Works having one GIS device, borrowed from Waterwolf, they have begun to add existing assets and assess their condition. We will tie the condition ratings into our asset management and be able to expedite the process once we are in possession of our own GIS device. The Public Works department has also begun to undertake full condition assessments on pavement to update our paving plan.

Pre-authorized debits are up to 136 and e-bills for utilities are at 452.