

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** May 7, 2026

**RE:** **Board Action Items and Request Reporting – May 2026**

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### FOR INFORMATION ONLY

#### **Purpose:**

The purpose of this report is to provide the Board of Directors with a summary of all action items and information requests arising from Board discussions, and staff interactions between March 5, 2026 and April 23, 2026; to report on the current status of each item; and to outline the process staff are implementing to ensure consistent tracking, follow-up, and reporting back to the Board.

#### **Strategic Priorities:**

##### 2.2 Strengthen Board-Staff Relations

The Action Items and Requests reporting process supports Strategic Priority 2.2 by strengthening communication, improving accountability, and ensuring timely responses to Board inquiries. It also enhances transparency between staff and directors.

#### **Background & Analysis:**

Beginning November 21, 2025 staff began to tracking action items resulting from Board meeting discussions, requests for information and research, and emails to the CAO requesting follow up. Staff have been recording the following data including the date the request was initiated, a description of the request for information, the current status of the request, follow up and correspondence.

Staff are using a centralized tracking log that records each request's initiation date, responsible staff lead, current status, actions taken, and correspondence. This log is reviewed by senior leadership to ensure timely follow-up.

Staff are implementing reporting to tracking ongoing requests and close the loop on requests for further information. As of Thursday, April 23, 2026 there were 6 requests being tracked.

# requests marked Complete	<b>0</b>
# requests marked In Progress	<b>6</b>
# requests marked Unresolved	<b>0</b>

Overall, staff have implemented a reliable process to track and address inquiries. Most items are underway or resolved, and staff will continue providing regular updates to ensure transparency and continuity of information.

For further information, see **Schedule 1 – Tables of request tracking.**

**Next Steps:**

- Staff will continue to update the tracking table following each Board meeting and relevant correspondence.
- Further Action Items and Request reporting will be provided to the Board of Directors on a monthly basis. Staff may refine the tracking system to better categorize requests and identify recurring themes or systemic issues.

Will a PowerPoint presentation be presented at the meeting?    No

**Respectfully submitted:**

*“Matt Hatch”*

M. Hatch, Executive Assistant

**Endorsed by:**

*“Jim Zaffino”*

J. Zaffino, CAO

## Schedule 1 – Tables of request tracking

**Inquiry 1** - Status on the letter of complaint received by the Hedley Museum committee. Received by Director Roberts.

<b>Date</b>	March 6, 2026
<b>Comments</b>	A board report is scheduled to be presented on May 7, 2026.
<b>Lead team</b>	Community and Environmental Services
<b>Status</b>	In Progress

**Inquiry 2** - Motion that the monthly fee for upsizing garbage be removed. Received by Director Roberts.

<b>Date</b>	March 6, 2026
<b>Comments</b>	A board report is scheduled to be presented on May 21, 2026.
<b>Lead team</b>	Public Works
<b>Status</b>	In Progress

**Inquiry 3** - Agriculture plastics charge for not covering/bagging, requested change by Director Chahal. Education to farmers encouraged by Director Bush.

<b>Date</b>	March 5, 2026
<b>Comments</b>	A board report is scheduled to be presented later in Q2 2026.
<b>Lead team</b>	Public Works
<b>Status</b>	In Progress

**Inquiry 4** - Additional unit charges on motels and hotels, including sewer rates. Request to bring back report on this by Director Taylor.

<b>Date</b>	March 5, 2026
<b>Comments</b>	A rate review is underway for RDOS systems and anticipate a report back to the board in Fall 2026.
<b>Lead team</b>	Public Works
<b>Status</b>	In Progress

**Inquiry 5** - Request to add “Corporate or Rural vote” to the recommendation and alternate recommendation slide in staff presentation PowerPoint. Received by Director Gilbert.

<b>Date</b>	March 5, 2026
<b>Comments</b>	No comments at this time.
<b>Lead team</b>	Legislative Services
<b>Status</b>	In Progress

**Inquiry 6** - Request Fortis to host community engagement opportunities for Public Safety Power Shutoff (PSPS) Identified High-Risk Areas, and Operational Concerns.

<b>Date</b>	April 16, 2026
<b>Comments</b>	No comments at this time.
<b>Lead team</b>	TBC
<b>Status</b>	In Progress