

## Administrator's Report for February 22, 2012

1. Assessments have been mailed and the Assessment Roll is open until March 27, 2012.
2. We will be placing an ad to sell the van we towed up here.
3. Clean up letters have been sent to the following properties:  
207 Albert Street, 506 Lakeview Avenue, 108 Winnipeg Street and 103 Charles Street
4. A letter has been sent to Marlene Busch regarding cats
5. T4's have been sent out
6. Workshop on building standards on Feb 16 was very informative. I will have a full report prepared for the council meeting.
7. I will be away Monday Feb 27 (possibly Friday, Feb 24 if a room is available)
8. Mr. Shinkaruk paid the late payment interest on his tax account which means the additional interest of \$535.84 will be waived as per motion #018/2012 (210 Regina Street)