



Monthly Activity Report

TO: Mayor and Council
FROM: Jennifer Taylor, Chief Administrative Officer
DATE: January 15, 2020
RE: **Monthly Activity Report – January 2020**

JANUARY ACTIVITIES:

- Fees & Charges Draft Bylaw
- Budget preparation
- Recruitment – Community Recreation Coordinator, Admin Assistant I and Works & Operations Foreman
- Purchase order implementation
- 2020 Board appointments
- 2020 business and pet licence renewals
- Preparing for Water Treatment Plant/Main Lift Station generator upgrade

PRIORITIES FOR FEBRUARY 2020:

- Board of Revision and Development Appeals Board options
- Creation of tender packages for annual service contracts ie. compost, caretaking etc.
- Compiling information on current contracts for the Town's appointed Building Officials, as a result of Council's request at the Oct 22, 2019 meeting.
- Wadena Curling Club lease agreement revisions as per the direction provided at the Parks & Rec Committee meeting on Oct 29, 2019 to better define the responsibilities of each party.
- Water Treatment Plant RFP preparation authorized by Council at the Nov 4, 2019 meeting.

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time.
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