



Monthly Activity Report

TO: Mayor and Council
FROM: Jennifer Taylor, Chief Administrative Officer
DATE: May 11, 2020
RE: **Monthly Activity Report – May 2020**

MAY ACTIVITIES:

- Budget approval
- Tax notice mailing – May 25
- Six discretionary use applications under review - 5 home occupations & 1 garage
- Two building permit applications under review
- One rezoning application under review
- Policy review and development - Upward Communication, CAO Single Employee, Frozen Water Lines
- Job description review and development for all in-scope positions
- Confirmation of seasonal staff requirements based on Province's Public Health Order
- Outstanding business licence renewal follow-ups
- Bylaw enforcement administration – Commissionaires began weekly visits May 5
- Clean up week administration
- Ongoing pandemic risk assessment and mitigation to ensure employee safety and delivery of priority services
- Training & Meetings
 - SUMAssure Risk Allocation in Contracts webinar – May 26

PRIORITIES FOR JUNE 2020:

- Closing of Assessment Roll – June 8, 2020
- 2019 Audit completion
- Performance reviews for managers
- Bylaw updates for Wadena Crisis Cares and Museum Board

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time.
-