



## Monthly Activity Report

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**TO:** Mayor and Council

**FROM:** Laurie Rudolph, Chief Administrative Officer

**DATE:** September 27, 2021

**RE:** Monthly Activity Report – September 2021

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### **SEPTEMBER ACTIVITIES:**

- Audit Entries, 2020 General Ledger close, and balanced Balance Sheet to Financial Statement
- Transfer of Lot 13, Blk 29 Plan BC6483 complete
- Blk/Par C, Plan No. 81H09698 – Spoken with owner to remove buses by Oct 15<sup>th</sup>. Advised Commissionaires to issue Order to Remedy for removal of business by Oct 15<sup>th</sup> and if not removed the Town will have removed and apply costs to tax roll.
- By-Election Prep
- Gas Tax Funding - Applications
- McDougal Gauley is working on the discharge of Federal Judgment
- Insurance values revised and submitted to Aon
- Adjustment to Job Descriptions of Administrative Assistants, Manager of Finance, and CAO

### **PRIORITIES FOR OCTOBER:**

- By-Election training on the Oct 7 – By-Election Oct 13
- Bank Reconciliation (May to September)
- EPT 2020 Annual – Amendment
- Revision to Purchase Agreement and Tender Advertisement – 4 properties once Fed Int Discharged
- Tax Liens – 2020 Arrears – Deadline Oct 25
- 2021 Assessment Roll Close once confirmation is received from SAMA
- Finalize Gas Tax Applications with Ally

### **PRIORITIES FOR – Outstanding Items:**

- CN Rail Crossing
  - Review status of existing tax enforcement properties and continue process
  - Budget and Capital Project discussions to start preparing budget/Tax Levy Scenarios in November to allow time for Council and Department Heads to provide feedback and have good preliminary budget for final comments by early January.
  - Road Closure - Doherty
  - Livestock bylaw amendment
  - Water & Sewer Policy review – Reminder notices and Transfer to Taxes
  - Tax Concessions – Present to Council for Resolution
  - Reserve Transfers – Present to Council for Resolution
  - Insurance Values – Internal Transfer Allocations between GL accounts
  - Traffic Review – Hwy 5 & 35
  - SaskTel Email Upgrade
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- Wadena Cares Bylaw Update – Draft of new bylaw – Bonnie Wallin has reviewed existing and provided notes.
- Wadena Van Corporation Lease Agreement – Request for the Town to review agreement and incorporate some proposed changes.
- Review Personnel Job Descriptions/Personnel files – January Performance Reviews
- Fall Newsletter
- Civic Address for CP
- Human Resource Manual by HMC – Review and take to Council for approval. In the notes, Jen suggesting a policy be developed for Drugs and Alcohol and parental leave.
- Code of Ethics Bylaw Update
- Highway 35 Speed Zone – MHI to complete review by Dec 2021
- Review duties of each position and processes
- Review/Revision of Bylaws
- Strategic Plan items (mutual aid agreements, EMO Plan, Fleet Management System Development, OCP Revisions/Development)

**REQUEST FOR ACTION/DIRECTION/CLARIFICATION**