



Monthly Activity Report

TO: Mayor and Council

FROM: Laurie Rudolph, Chief Administrative Officer

DATE: January 10, 2022

RE: **Monthly Activity Report – December/January**

NOVEMBER/DECEMBER ACTIVITIES:

- Morning meetings
 - Fitness Centre and Rec Centre Communications/Inspections
 - Letter and Call to Wheatbelt Sales
 - B&B Enforcement Services Building Official Agreement signed
 - Confirmed with Day Care Committee of new Building Official
 - Performance Reviews – Manager of Finance, Manager of Parks & Rec, Admin Assist
 - Email to Fehr – Options on timeline for Building Inspection
 - Email to Moonlit Cannabis
 - Letter sent for approval of Consolidation Lots 15&16, Blk 32
 - Western Municipal – Signed Agreement for Board of Revision and Development Appeals Board
 - Replied to SaskPower regarding jurisdiction for proposed line installation
 - Emailed Stantec and Associated Engineering regarding quotes for Pedestrian Walk
 - Commenced Preliminary Budget
 - ICIP Grant (Rec Roof) – All documents completed and sent in for funding reimbursement (received confirmation of no signage required to be erected due to project is complete – Can do a picture of roof and post on Town Website)
 - Working papers for Education Property Tax Remittances – 2018 to 2021 - \$295.15 – Amendments will need to be done and submitted for 2018 to 2020.
 - 2021 Annual School Liability Statement
 - Received approvals for the remaining New Deal (Gas Tax) applications submitted for the outstanding funding. Applications included for Hydrant Replacement (Completed), Lagoon Force Main Connection (work scheduled for 2022), Main Street Sewer Line Revitalization (work scheduled for 2023), Rec Centre Emergency Lighting (Completed), Sidewalks, curbs, curb ramps (work scheduled for 2023), Tri Valve at Main Lift (Work scheduled for 2023), and Well 4 Pump Replacement (completed).
 - Gas Tax Program – Asset Management
 - Munisoft Yearend Checklist (1st Portion of Receivables) completed for accounts receivable, utilities, receipts, and tax roll. Accounts Receivable and Utilities – Transfer to Taxes
 - Ministry of Highways Contract to Replace Annual Grant (Hwy 5 & 35 Maintenance) signed and submitted. Brenda is currently working on 2021 invoices to submit for reimbursement to maximum of \$15,000.
 - Central Regional Landfill Communications
 - Insurance Premium (2021 Levy \$67,850) – (2022 Levy \$82,370)
 - Radar Signage Quotes (Air Master & ATS) – Black Cat Program Communications
 - Cemetery – Gravestones – Snow Removal Communications
 - Asbestos Quote
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PRIORITIES FOR JANUARY/FEBRUARY:

- Council Highlights
- Calculations/Spreadsheets - 2021 Reserve and Account Transfers
- 2022 Preliminary Budget/5 Year Capital/Tax Levy
- Performance Reviews – Foreman of Works and Operations
- 2022 Salary amounts will be presented at the Jan 24 Regular Meeting and Consolidated reports of Performance reviews
- Notices to Contractor and Owner for Demolition in May 2022
- Information to Auditor from list
- Meeting preparation
- Review and GL transfers
- 2021 Prepaids & Accounts Receivables
- 2021 Yearend – Close of Munisoft Programs (2nd Part) and Accounts Payable
- Ongoing communications – Discharge of Federal interest #534 1st Ave N
- Review status of existing tax enforcement properties and continue process
- Statistics Canada Survey - Annual
- Revision to Purchase Agreement and Tender Advertisement – 4 properties once Fed Int Discharged

PRIORITIES FOR – Outstanding Items:

- 2022 Assessment Process/Notices
- Meeting Prep
- OH&S meetings – work items
- Tax Roll Billing
- Mill Rate Return
- Development Permits
- 2022 Projects – Lagoon Main, Demolition, Pedestrian Walk
- Road Closure - Doherty
- Livestock bylaw amendment
- Costing Spreadsheets – Feasibility of Purchases and Return – Equipment, Contracts, Hall/Rec Centre/Fitness Centre Fees
- Parental Leave Policy
- Traffic Review – Hwy 5 & 35
- SaskTel Email Upgrade
- Asset Management
- Review Bylaws, Policies, Files
- 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
- Strategic Plan items (mutual aid agreements, EMO Plan, Fleet Management System Development, OCP Revisions/Development)

REQUEST FOR ACTION/DIRECTION/CLARIFICATION