

Chief Administrative Officer Report

Town of Wadena | Regular Town Council Meeting | November 4, 2019 | Submitted by: Jennifer Taylor

Administration

- Staff continue to work on confirming all hall, rink and fitness centre bookings in addition to taking new bookings for the upcoming busy season.
- Staff are working on completing follow up/final reports for several grants for 2019 as well as administration of the 2019-2020 Sask Lottories Grant.
- Staff have been working on financial projections for 2019 yearend and preparing for 2020 budget.
- Staff have organized a Food Safety Course for November 30, 2019 and are accepting registrations.
- The Town of Wadena Municipal Non-Profit Taxation Grant has now closed. Staff are preparing a report and recommendations for allocation of the funds for the next council meeting.
- Preparations are underway for Moonlight Madness coming up on Friday, November 29.

CAO

- The following permit has been issued since the last meeting:
 - DV24-19/B16-19 69 1st St NE Modular commercial building for personal service establishment
- A discretionary use application has been received for a home-based business. This will be on the agenda for Council's consideration at the November 22, 2019 meeting.
- Information is being compiled on current contracts for the Town's appointed Building Officials, as a result of Council's request at the October 22, 2019 meeting.
- A Hall Committee Meeting will be scheduled for November. Hall fees are being reviewed as a result of correspondence received at the October 22, 2019 meeting.
- At the Parks & Rec Committee meeting on October 29, 2019, the Wadena Curling Club suggested some clarifications to their lease agreement to better define the responsibilities of each party. More information will be provided to Council at the next meeting.
- First Impressions Program – I have been scheduled to present the findings of Wadena's visit to Biggar to their Council on November 18. We are working to schedule a presentation of Biggar's visit to Wadena in November.

Training

- Admin staff will be attending a series of Munisoft webinars on a variety of topic including year end processing, taxation, general ledger balancing, accounts payable in November.
- Staff will be participating in another series of 3 webinars on Asset Management in November/December.
- There are two Parks & Rec staff attending the Food Safe Course offered by the Town on November 30.