

**Town of Wadena**  
**MONTHLY ACTIVITY REPORT**

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**TO: Council**

**FROM: Jennifer Taylor, Chief Administrative Officer**

**DATE: November 19, 2019**

**SUBJECT: Monthly Activity Report – November 2019**

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**NOVEMBER ACTIVITIES:**

- Work continues in completing follow up/final reports for several grants for 2019 as well as administration of the 2019-2020 Sask Lotteries Grant.
- Staff have organized a Food Safety Course for November 30, 2019 and are accepting registrations.
- Preparations are underway for Moonlight Madness coming up on Friday, November 29.
- First Impressions – I am presenting the findings of Wadena’s visit to Biggar to their Council on Monday, November 18. Biggar will be presenting the findings of their visit to Wadena at a Special Meeting of Council at 1:00pm on Thursday, November 21.
- Admin staff will be attending a series of Munisoft webinars on year end processing, taxation, general ledger balancing, accounts payable.
- Staff are providing support for a Cemetery Committee meeting scheduled on Friday, November 22.

**PRIORITIES FOR DECEMBER 2019:**

- Yearend processing.
- Finance Committee Meetings for 2020 budget preparation.
- Fees & Charges review.
- 2019 reserve transfers.
- 2020 Council appointments.
- Rezoning application Public Hearing Monday, December 2, 2019.
- Business and pet licence renewals.
- 50% off 6mo & 1yr Fitness Centre memberships.
- December utility billing.
- Water Treatment Plant/Main Lift Station generator upgrade deferred to 2020 budget at the September 3, 2019 meeting.
- Compiling information on current contracts for the Town’s appointed Building Officials, as a result of Council’s request at the October 22, 2019 meeting.
- Hall fee review as a result of correspondence received at the October 22, 2019 meeting.
- Wadena Curling Club lease agreement revisions as per the direction provided at the Parks & Rec Committee meeting on October 29, 2019 to better define the responsibilities of each party.
- Water Treatment Plant RFP preparation authorized by Council at the November 4, 2019 meeting.
- Staff will be participating in a series of webinars on Asset Management.

**REQUEST FOR ACTION/DIRECTION/CLARIFICATION**

- Public declarations are due by the end of November.
- A Hall Committee Meeting is necessary. Some direction from the Hall Committee on possible meeting dates is requested.
- The SUMA Convention is Feb 2-5, 2020 and registration is now open. Early-bird rates are available for registration prior to December 17. Direction is requested on who will be attending.
- Administrative staff have proposed that the Town Office be closed to the public during the morning of January 2, 2020 for easier facilitation of year end processing. The office would be open to the public at 1:00pm. I am supportive of this idea, and although a resolution isn't necessary, I do want to float this by Council for general agreement on hours of operation.