



## Monthly Activity Report

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**TO:** Mayor and Council

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

**DATE:** March 11, 2021

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

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### **MARCH ACTIVITIES:**

- Bylaw/Policy Review/Revision
  - Salary Grid Increment Progression Policy
  - Salary Grid Review Policy
  - HR Definitions Policy
  - HR Terms of Employment Policies
- 2021 budget preparation – assessment, taxation & final review
- Tendering of compost collection, cemetery caretaking, and office cleaning
- Assessment roll is open Mar 1 – Apr 30, fielding questions from ratepayers
- Aquatic Centre Upgrade – providing information to McGinn Engineering as necessary to carry out contracted work.
- Renewal of Nuisance Wildlife Permit with Ministry of Environment
- Gas Tax Fund Annual Expenditure Report
- Vacation Mar 22
- Training & Meetings
  - Mar 3 HMC Operations Plan Workshop
  - Mar 3 Employment Standards Misconceptions Webinar – SK Employment Standards
  - Mar 4 Meeting with Auditor to discuss including the Town's portion of CRLWMA financials into the Town's financial statement
  - Mar 17 Taking Maternity, Adoption & Parental Leave Webinar – SK Employment Standards

### **PRIORITIES FOR APRIL 2021:**

- 2021 budget adoption
- Awarding tenders for service contracts – compost, office caretaking & cemetery caretaking
- SAMA Training and Annual Meeting
- Bylaw/Policy Review/Revision
  - Road Closures
  - Storage Compound
  - Snow Bylaw
  - Human Resources Manual
  - Basic Planning Statement Bylaw & Zoning Bylaw

### **REQUEST FOR ACTION/DIRECTION/CLARIFICATION**

- Nothing at this time
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